DOCUMENT RESUME

ED 238 772 SO 015 211

TITLE	Local Government: A Resource and Activity Guide.
INSTITUTION	Cortland-Madison Board of Cooperative Educational Services, Cortland, N.Y.
PUB DATE	83
NOTE	97p.
PUB TYPE	Guides - Classroom Use - Guides (For Teachers) (052)
EDRS PRICE	MF01/PC04 Plus Postage.
DESCRIPTORS	City Government; Curriculum Guides; *Governmental Structure; Learning Activities; *Local Government; *Politics; Puzzles; Resource Materials; Secondary Education; Social Studies; Vocabulary Development
IDENTIFIERS	PF Project

ABSTRACT

This guide presents learning objectives, background information, activities, vocabulary, and word-search puzzles on local government and politics for junior high and high school. Although it is intended for use in New York schools, much of the material should be adaptable to any state. Topics covered are: (1) types and functions of government; (2) division and structure of local government; (3) structure and services of county government, county legislature operation, and weighted voting; (4) town, city, and village government; (5) modes of legislation for local government; (6) courts and local law enforcement agencies; (7) finance and budgeting; (8) special districts; (9) zoning and planning; (10) political party structure; (11) political campaign techniques; and (12) parliamentary procedure. Also included are a glossary of vocabulary words and lists of titles of supplemental materials, films, and videocassettes. (DC)

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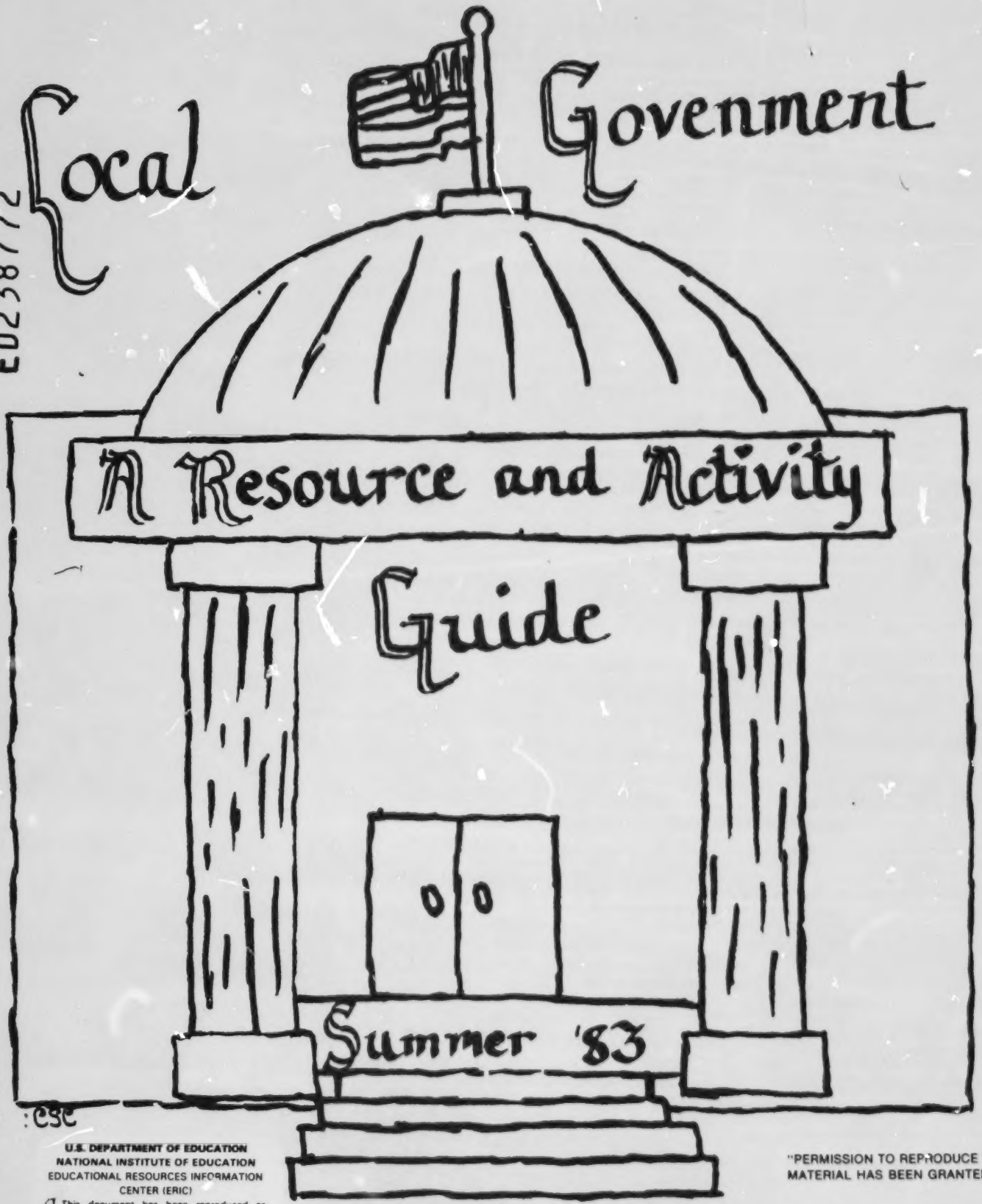
Local Govenment



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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

LOCAL GOVERNMENT: A RESOURCE AND ACTIVITY GUIDE was produced during the summer of 1983, as a result of a BOCES sponsored summer curriculum development project, by representatives of the following component school districts:

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Cortland City Schools ... Gary Fox
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Grade 7
Homer Jr. High

INTRODUCTION

This Resource and Activity Guide will provide information and activities concerning local government and politics in an easily accessible form that can be integrated into the 7th, 8th, 11th and 12th grade New York State curriculum.

Attempts have been made to allow the teacher with little local government/politics background to feel comfortable with teaching this topic.

The half pages (indicated by ----- in the center) are intended to be folded, laminated, and used in a card file if desired.

E N J O Y ! !

TABLE OF CONTENTS

I	Types of Goverrment	1
II	Functions of Goverrnment	5
III	Division and Structure of Local Government	11
IV	County Government	
	A. Structure and Services of County Government	18
	B. How the County Legislature Operates	31
	C. Weighted Voting	41
V	Town Government	43
VI	City Government	48
VII	Village Government	55
VIII	Modes of Legislation for Local Government	60
IX	Courts and Local Law Enforcement Agencies	66
X	Finance and Budgeting	80
XI	Special Districts	87
XII	Zoning and Planning	95
XIII	Political Party Structure at the Local Level	99
XIV	Political Campaign Techniques	105
XV	Parliamentary Procedure	111
XVI	Glossary	113
XVII	Suppliment Material and Supplement Information Listing	iv
XVIII	Film Listing	v
XIX	Videocassette Listing	vi

TYPES OF GOVERNMENT

General Objective: The student will be able to define and give examples of the various types of government. They will also comprehend the need for government.

Pertinent Information: A nation possesses sovereignty when its people make their own decisions, free of outside interference.

Totalitarianism places total power in the hands of a single individual or small, elite group. Three basic types of totalitarian government are: monarchy, oligarchy, dictatorship.

Vocabulary: 1. anarchy 2. communism 3. democracy 4. dictatorship 5. junta 6. military government 7. monarchy 8. oligarchy 9. republic 10. sovereignty 11. totalitarianism

Activities:

1. Survival Game - **SHIPWRECK!**

In the year 2,000, the world ran out of oil and gasoline. All cars, trucks, trains, and planes could not move. All factories had to close down. Suddenly, millions of people all over the world were without work. With no work, they earned no money. Soon there were millions of hungry people. They began fighting for every scrap of food. Civil wars broke out in every nation.

The U. S. decided to get a group of students together and take them outof the country by ship. The U. S. wanted to save their lives.

For a while, the ship carrying the students sailed smoothly.

But a few weeks later, a storm came up. The ship hit a large sandbar. It started to sink. The students got into lifeboats. They swam to an island.

When they got to the island, the students listened to their transistor radios. They learned that their homes had been destroyed. They learned that hunger and disease were spreading all over the world. They decided to spend the next 10 to 15 years on the island. They named the island **Terra**. The island is very beautiful. There are plenty of coconuts, bananas, and other fresh fruits to eat. There are fish in the waters to catch. There is fresh water to drink in the hills. The average temperatureis 80°.

CAN YOU LIVE ON TERRA?

Suppose that the students in your class are the young people on Terra. You have escaped the hunger, disease, and violence of the world. But youhave a lot of work to do if you want to survive on Terra.

Every day brings a new problem. Or, youmay want to choose people to act out the parts of the young people on Terra. Then your entire class can listen and decide how to solve the problems.

Remember, there are no right or wrong answers. Only **you** can decide the rules you will live by on Terra.

Some of the more important issues to be determined are:

A. Leadership - Do these survivors want to have a leader, and if so, how will that leader be chosen?

B. Rules and Laws - Will there be a basic set of laws and rules to live by on this island? If so, who will make them, and how will they be enforced?

C. Protection - Is there a need for group protection in the event of invasion from another group. Does the island need a defnese force?

2. Teacher Role Play - Teacher will vary teaching methods to demonstrate the different types of government.
3. Research different philosophies: Plato, Rousseau, Locke, Montesque.
4. Group "Password" Game. Divide class into four/five groups. Using the terms, each group will write hypothetical situations. Each group will read these to the class who will guess what term is being used.
5. Movie: Animal Farm (2 reels) BOCES - 833144/145
6. Books: Animal Farm, Lord of the Flies
7. Pocketbook Exercise - See S.M. #17

NOTES:

FUNCTION OF GOVERNMENT

General Objective: To help explain the three basic functions of government as well as illustrate these functions as part of every level of government.
Pertinent Information: The name of the official or group in charge of each function is listed as follows:

	LEGISLATIVE (makes laws)	EXECUTIVE (enforces laws)	JUDICIAL (interprets laws)
United States	Congress	President	Supreme Court (Federal Courts)
New York State	N.Y.S. Legislature	Governor	Court of Appeals (other state courts)
Cortland County	Cortland County Legislature	No Chief Executive Officer	County Judge
City	City (Common) Council	Mayor	City Judge
Town	Town Board	Supervisor	Town Justice
Village	Village Board (Trustees)	Mayor	Police Justice

Vocabulary: 1. City Judge 2. Common Council 3. Congress 4. County Judge 5. County Legislature 6. Court of Appeals 7. Executive 8. Governor 9. Judicial 10. legislature 11. Mayor 12. Police Justice 13. President 14. State Legislature 15. Supervisor 16. Supreme Court 17. Town Board 18. Town Justice 19. Village Justice

Activities:

1. Chart Activity - Using the chart illustrated under pertinent information, have the students, through a classwork or homework activity, find out who currently holds a particular office.
2. Word Search - Puzzle (Note: the word search puzzles marked "A" are more advanced). Puzzles for **FUNCTIONS** are on following cards.
3. Password Game - Play password, divide into teams of two, each team will challenge another team. Using a list of officials, students will offer clues to team mate.
4. Survey Activity - Have students survey others (students or adults) on their knowledge of government. Write up a series of questions pertaining to attitudes toward government. Give students the survey first; record results and discuss. Then, allow your students to five the survey to others in the community. Return surveys; record results and discuss.
5. Where the Buck Stops - Skit - See S.M. #3

UAFHEXERICFEWAOQVHVSLPIVDKEHCB
LDSRSWRYIRLYIFFPJPPOSBLUMRUQOS
DRFQBASPLINEGADTFJZFMVYOWPARNU
CTRUTLXFWGIVGRTIAWGYSYDPFEWGMP
UZLLHOTXZCBRAIZNSPXPCKVPAWBISR
JTYNLMWYPQTOOMSDWRJSPVXQYZTLFE
FUHWESXNXMBWRORLCOMMONCOUNCILM
KVDOFFWCJEYJXROEAEATOVIXNPOOUE
OHAILXVEGUTGJJLQXTBPEIDJGZNPZC
NCZXCWSAYUSIWPAVFEIKZLMIOGBWGO
FNECYILCOUNTYJUDGECVUVTQXIAONU
OHJRSLAWAQIHIWDRUJMUENOCTTHZHR
ORXUICKLJYXEECLUIAMJTOWNBOARDT
FGLVQGYJKEICRKEXOAJFMINSPMPTXD
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INJGWGRECOURTOFAPPEALSNIULISPB
WOZZGAEKFERWSRQWIJIGKUWESDOIIH
DLWWBOMVJUQSKGVCVEXSINPATOGDDJ
WICNHYBKBUAMHNZJCGRXXSNLIFRENQ
OJLQSEHFBLGAJHRYQWZQSOLVCJPNNU
QRRLMYPRCYFJSLVUIJWWTYXAELKTUG
KBEAAAVLBIRCBBLUUUIJSJNATONDDY
ZFVUWDJWCDGHZFWKQBHGFUYTFUUIIO
NNDKUYWTCTYLEGISLATUREONOIRKMO
MNVMTSHFBAGHPYKOUQMRWJCEOMCEQS

There are 19 words here - can you find them? Here are the words to look for: **CITYJUDGE, CONGRESS, COURTOFAPPEALS, EXECUTIVE, JUDICIAL MAYOR, POLICEJUSTICE, SUPERVISOR, TOWNBOARD, VILLAGEBOARD, COMMONCOUNCIL, COUNTYJUDGE, CTYLEGISLATURE, GOVERNOR, LEGISLATIVE NYLEGISLATURE, PRESIDENT, SUPREMECOURT, TOWNJUSTICE**

.....
.....L.....S
.....E..D.....U
....T.....GR.....P
.....O.....AI.....R
J.....W....O..S.....E
.U.....N..B....LCOMMONCOUNCILM
..D.....JE.....EA.....E
...I....GU.....XT.....C
....C..A..S.....EI.....O
.....ILCOUNTYJUDGECV.....U
.....LA.....I.....UE.....R
....I..L.....C.....TOWNBOARDT
...V.....R.E.....I..PM....
.....O.....S....V.O.A...
.....N.....UC...EL..Y..
.....R.....PI...I...O.
...CONGRESS....N....ET..C..P.R
.....V.....Y....RY.E..R..
.....O.....L....VJJ..E..
.....G..COURTOFAPPEALS.IU..S..
.....G....SD.I..
.....I...TOGD..
.....S..I.EW..
.....L.C..N..
.....AE..T..
.....T.....
.....U....
.....CTYLEGISLATURE....R...
.....E..

NBIIKBVKHILKFREAKLBGULVQNNJUTH
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NTMNEBFOPDVDOJUSIUUNMRKCPVUBUM
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GIOMCIAFPCAGAUYLICNUOCNOMMOCSL
RHLIXOLDUIFPBMTVYRTXTRAWBMAIRE
DSALBXKKYLGRSCCMFRDSHAEGORCFFE
ELSNAGWLGOVERNORYWYWOTLEITSKTE
FPWVJGKRAPLSLVUNIESPHRGSUVXJUB
VOCXGYEJPESISRRYGLAZCYXSIIJDXK
TLZTETYBGPUDKRTNIRMUYIYZRGZWEN
HDLYLBGIOUWEHTOTITEWGASYUVETOE
GZDSMISJUARNAFFSKFASNPKPWSSLEL
TYANELQWJSRTBCAMIJNBSZBAONJYYZ
PNTJAXTWQCPDOSPYVVPPOGSZJJYBON
BIJTAPEFKZYZROPSVQREMFUPCFQICX
XNIWXLPCZFLWELEMVPPEHLSDUZESOT
GVTQLWVQUGVBNDAHYSHDPLHLYGCKEV
ECMIUTCVETYFIZLYIAWTUUDACDOTUM
OPUHQXOISQIFABSZGPOXZRSKXHKMAC
YCBOYXCWFPPVZRHIKMVOMBQIHWYUGX
EGDUJYTICVEAEBPIGRJCOUNTYJUDGE
FZZICYYDWKKGAWYOHXMYQBGHYZIILC

There are 19 words here - can you find them? Here are the words to look for: **CITYJUDGE, CONGRESS, COURTOFAPPEALS, EXECUTIVE, JUDICIAL MAYOR, POLICEJUSTICE, SUPERVISOR, TOWNBOARD, VILLAGEBOARD, COMMONCOUNCIL, COUNTYJUDGE, CTYLEGISLATURE, GOVERNOR, LEGISLATIVE, NYLEGISLATURE, PRESIDENT, SUPREMECOURT TOWNJUSTICE**

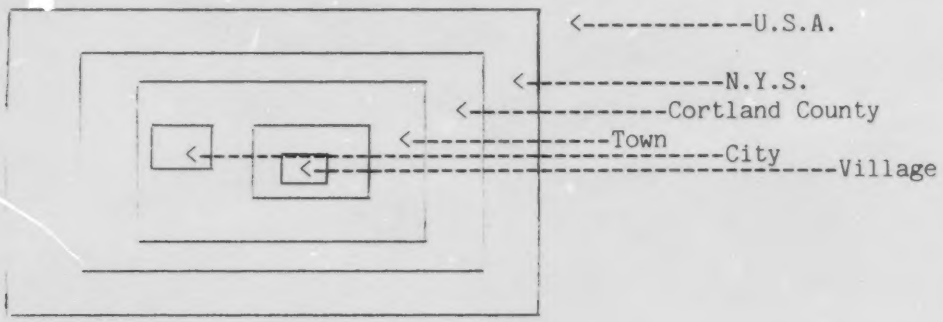
.............E.............T.
.............R.............R.
.............U.............U.
.........E....T.............O.
.........C....AE............C.
.........I....L.C...........E.
.........T....S..I..........M.
.........JS....I...T.........E.
.......U.U....G..M.S........R.
......D.DJ....E..EA.U.......P.
V....I.R.E....L...RY.J......U.
.I..C.A..C....YLICNUOCNOMMOCS.
..LI.O...I.P..T.....TR.W.....
..A.B....L.R.CC......A..O.....
.L.NA...GOVERNOR......L..T....
..W..G...PLS..UN.......S......
.O....E..E.I..R.G.......I.....
T......BG..D.RT..R.......G....
.......IO..E..O...E.......E...
......S..A.N..FS...S.......L..
....EL....RT..A.I...S.......Y.
....AX.....D..P..V...........N
...T..E.......P...R...........
..I....C......E....E..........
.V......U.....A.....P.........
E........T....L.......U.......
..........I...S.......S.......
...........V..................
EGDUJYTIC...E......COUNTYJUDGE
....

DIVISION AND STRUCTURE OF LOCAL GOVERNMENT

General Objective: The student will be able to list all the political districts that s/he lives in.

Pertinent Information:

- Political districts are based on population.
- Political boundries may change every ten years due to the census.
- Wards are the political division of a city; Cortland has eight wards.
- Cortland County has 19 legislative districts.
- Cortland County is in the 25th Congressional District, the 50th State Senatorial District, and the 122nd Assembly District. These representatives serve a two-year term.
- Cortland County has 15 towns, 3 villages, and one city.

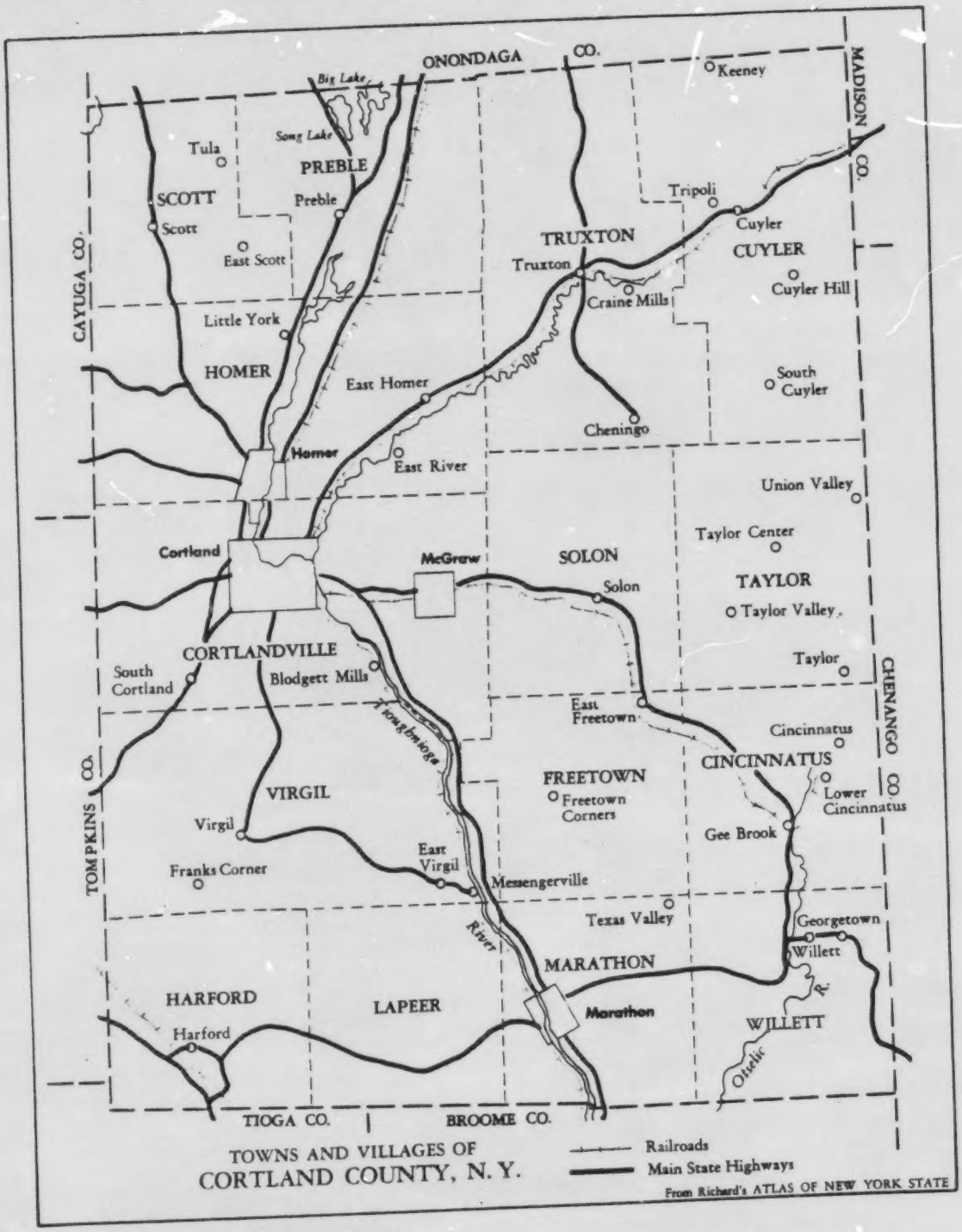


Vocabulary: 1. Assembly District 2. Census 3. City 4. Congressional District 5. County 6. Election District 7. Gerrymandering 8. Legislative District 9. Reapportionment 10. State Senate District 11. Town 12. Village 13. Wards

Activities:

1. Must Do! See Supplement Material #1. Essential for units on local government.
2. Have students list all political districts that they live in (can be expanded to include thenames of representatives)
3. Using the Cortland County map on the following page, have students find the 15 towns, 3 villages and 1 city. (See map under Pertinent Information.)
4. Questions for discussion: Why do we have all these political districts? Do we need them? What is the purpose of election districts?
5. Using wall map, show the political structureof Cortland County (See legislative district may - S.I. 11.)
6. Word Search - Puzzles (Note: the word search puzzles marked "A" are more advanced). Puzzles for **STRUCTURE** are on following cards.

TOWNS AND VILLAGES OF CORTLAND COUNTY, N.Y.



GILUVQNSTBSFICDPDLWOPVNNY
UEAFHEXERICFTVEWAOQVHVSLC
PIRVDKEHCBLSDSIRSWRYIRYIO
FFPRJCPPOSIBLUMLRUQODRFQN
BASPYLEINDGATFJZLFMVYOWPG
ARNCTMRNYSTATESENATEDISTR
ULXFWGALSIVTIIWGYSGYDPFEE
WGMUZTBNLUCOUNTYLHTEXZCBS
RZNSPMOXDPSCKVPAWBISTYNLS
MYPQETOWMEDWRJSPCITYVXQYD
ZTLSFFHWNERSXXMEWRORKVOFI
FWSCYJXROEAITOVLIXNPOOUOS
HAALXVETGJJLNQBEPEIDJGZNT
PZNCZXWSYUIWPGACVFKZLMIOG
BWGFNECYUVTQXIATOWNOHJRSW
AQIHWDRUJMNOCTTIHZAHORXUC
KJYXEELUIAMJFGLOQGYRJKEIC
KXOAJREAPPORTIONMENTDFMNS
PTXDEUBWWUCRSEBDIVQKYSRHJ
SJXGRUQMJBYUCODIYMWGOGOYS
ESDGIPFYUEZEYEBSMPXAMMCUV
YGYKXFGFUDTTHHIJFMALRNKNJ
JLDPBLEGISLATIVEDISTOPXTH
JJTPRTHPMQBWINJGWRENLIPBW

There are 13 words here - can you find them? Here are the words to look for: **ASSEMBLYDIST, CITY, COUNTY, GERRYMANDERING, TOWN, REAPPORTIONMENT, WARDS, CENSUS, CONGRESSDIST, ELECTIONDIST, LEGISLATIVEDIST, STATESENATEDIST, VILLAGE**

G.....
.E.....TV.....C
..R.....S..I.....O
...R.C....I...L.....N
....Y.E..D.....L.....G
.....M.NYSTATESENATEDISTR
.....ALS.....G....E
.....TBN.UCOUNTY...E....S
.....MO.D.S.....S
....E..W.E.....CITY....D
...S....N.R....E.....I
..S.....I...L.....S
.A.....N..E.....T
.....G.C.....
.....T.W.....
.....I..A.....
.....O...R.....
.....REAPPORTIONMENTD....
.....D.....S...
.....I.....
.....S.....
.....
.....LEGISLATIVEDIST.....
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CNHYBKBUAMHNZJCGRXXNLFNQO
JLQSEHFBLGAJHRYQWZQSOVJPN
UQRRLMYPRCYFJSLVUIJWWTYXT
LKUGJBEAAAVKBURCBBLYYYINJ
SJNAONDDYZFVUWDJWCDGHZECF
WKQBHGFUYTFUYIONNDKUYMTCW
TONOLKMOMNVMTSHFBAGHNPSJY
KOUQMRWJCEOMCQSPGUMOIJINB
MIGJKKNNWFJFIYSNYCILBNIFF
TWTSIDEVITALSIGELTZUFONYF
VSNGTSIDSSERGNOCRDYYBROVP
SSIYEFYYBKUKOCIOBYFEWZIIP
ROFDYRFIGTSILNPBIIKBVKTHI
TLKFERRAKLBGUPVILLAGELCVQ
NONJUTHYNGRDAQHRUGYIRQENJ
DKWGNEAUMTWEAQHHENTMNELCB
FOPNDVDNOARJSIUUNMRKCPEEV
UBMBNZTAEPNASSEMBLYDISTNA
TAMRBFSWXSJDGJCSRRIWRQNSD
JVHVYKAQYGEREBFOBMPJUOQUI
IKTBIRBYTZZTCRZSEOYSYLFSU
VCTNDQIJIJXXALIQUSIDQAZOF
VWCSFIIOCHRKBTHNNVBUEMSVE
KNKWJGFKNRSGIRSCGRSDMQAQV
MMDFVXDVPHMLQKFAMNRXDREIC

There are 13 words here - can you find them? Here are the words to look for: **ASSEMBLYDIST, CITY, COUNTY, GERRYMANDERING, TOWN. REAPPORTIONMENT, WARDS, CENSUS, CONGRESSDIST, ELECTIONDIST, LEGISLATIVEDIST, STATESENATEDIST, VILLAGE**

STRUCTURE "A"

(Answer Key)

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.....T
.....N.
.....EC.
.....MTO.
.....N.SU.
.....O..IN.
.....I...DT.
T TSIDEVITALSIGELT....NY.
.S.GTSIDSSERGNOCR.....O..
..I.E.....O.....I..
...D.R.....P.....T..
T...E.R.....PVILLAGE.C..
.O...T.Y....A.....E..
..W...A.M..E.....LC.
...N...N.AR.....EE.
.....E.NASSEMBLYDISTN.
.....W.S.D.....S.
.....A.Y.E.E.....U.
.....R..T..T.R.....S.
....D...I...A.I.....
...S....C....T.N.....
.....S.G.....
.....

STRUCTURE OF GOVERNMENT

General Objective: To examine the structure of county government; to identify officials, duties and services of county government.

Pertinent Information: Until recent times, most counties administered the courts, constructed and maintained county highways, provided some law enforcement and maintained prisons, kept records and prosecuted criminal defendants - but provided little else in the way of municipal services.

As suburban populations mushroomed, the demand for urban services increased. At the same time, the tax bases of cities contracted and some services were transferred to, or initiated by, county governments. Today, counties provide nearly all the services in the fields of health, mental health and social services. Many counties also operate community colleges, libraries, airports, refuse disposal systems and park systems. Many have agencies for the aging and for consumer protection. Others operate bus systems. It is clear that county functions now may encompass virtually the full range of municipal services.

For a list of County Department Heads' Salaries, see SI #6.

On the following cards is a list of service agencies offered by Cortland County, and a description of the services each offers.

COUNTY SERVICES

AGING, OFFICE FOR THE - Information and referral, legal, outreach, nutrition, recreation, social, transportation, homebound, employment and R.S.V.P. Volunteer.
AIRPORT, COUNTY - Maintenance and development of Cortland County Airport facilities.
ALCOHOL INFORMATION AND REFERRAL CENTER - Information and referral, individual and group outpatient counseling, public education, seminars and workshops, family counseling for the non-alcoholic family members.
BUILDING AND GROUNDS - Maintenance of County Court House, Jail and the County Office Building.
CENTRAL SERVICES - Coordinates purchasing of supplies and materials for county offices, service contracts.
CETA - Work experience programs, classroom training, on the job training, youth employment.
COOPERATIVE EXTENSION - Main mission is to extend knowledge, interpret research development, informal education and to provide educational services to consumers.
EMERGENCY PREPAREDNESS, OFFICE OF - Coordination and planning for disaster relief including sheltering, feeding, heating and basic needs.
FIRE CO-ORDINATOR, COUNTY - Coordinates fire protection amongst various fire departments and districts, supervises county fire dispatcher unit.
HEALTH DEPARTMENT - Division of Nursing, Cortlnad Immunization Clinic, Senior Citizens Health Clinic, Division of Environmental Health, Division of Medical REhabilitation, Family Planning Center, Public Health Education.

HIGHWAY DEPARTMENT - Maintenance and repair of roads, bridges and county parks.
HISTORICAL SOCIETY - Lecture, exhibits, presentations regarding Cortland County history, collecting and preservation of items of historical significance and value, and operation of Suggett House Museum and the Kellogg Memorial Reading Room.
INDUSTRIAL DEVELOPMENT AGENCY - Serves at the pleasure of the County Legislature. They are responsible for the approval of floating industrial revenue bonds in aiding the growthof industries in Cortland County.
JURORS, COMMISSIONER OF - Keeps records of potential juror pool. Responsible for draving names and calling in prospective jurors for various courts.
NUTRITION PROGRAM - Provision of noon-time hot, nutritious meals to individuals 60 years of age and over and spouses. Meals served at 8 Area Agency on Aging Senior Centers. Additional services include: nutrition and health education, shopping assistance information and homebound delivered nutritious meals to individuals incapacitated due to illness or disability. Homebound meals component is part of the comprehensive Homebound Services Project operated by the Cortland County Area Agency on Aging.
PLANNING DEPARTMENT - Offers a comprehensive, county-wide planning for physical, economic and social factors in the community; acts as a liaison between Cortland County and the Southern Tier Eastern Regional Planning and Development Board; reviews applications for zoning variances or subdivisions.
PROBATION DEPARTMENT - Services to local criminal courts; Cortland County Court and Cortland County Family Court; probation services; family intake services such as marriage, custody, reconcilliation and support; and protection services.

PUBLIC DEFENDER - An attorney provided by the community for the sake of those too poor to pay for legal counsel.
REAL PROPERTY TAX SERVICE - Coordinates the assessments and prepares the tax rolls and computer storage of these records. Prepares and stores tax maps and aerial maps of the county.
SEALOR OF WEIGHTS AND MEASURES - Varifies the accuracy of mechanical devices used in the sale of items to the public.
SHERIFFS DEPARTMENT - Provides police services to county, public education and crime prevention.
SOCIAL SERVICES, DEPARTMENT OF - Public assistance, Medicaid, food stamps, child protection services, adult protective services, foster care, adoption.
TOMPKINS CORTLAND COMMUNITY COLLEGE (TC3) - Undergraduate programs, leading to an associate degree in 26 programs; a program in continuing education providing an opportunity for empolyers and employees to upgrade technical and professional skills; provides local industry with trained technicians in a wide variety of occupational curricula such as mechanical, technology, electrical technology, plastics technology, construction technology and data processing; cross registration with SUNY at Cortland and Cazenovia; Rochester Institute of Technology offers upper level degree in Business Administration on TC3 Campus; offers continuing education, life-long leraning, non-credit courses and high school equivalency programs.
VETERANS' SERVICES - Services for veterans and dependants including counseling and advisement and filing of claims.
YOUTH BUREAU - Provides Division for Youth funding for youth development and delinquency prevention programs. Administrative services includes technical assistance to municipalities, evaluation, program and fiscal monitoring, needs assessment, community education and program coordination.

Vocabulary: 1. Coroner 2. County 3. County Charter 4. County Clerk
5. District Attorney 6. Family Court 7. Home Rule 8. Legislator
9. Sheriff 10. Surrogate 11. Term of Office 12. Treasurer

Activities:

1. Word Search - Puzzles (Note: the word search puzzles marked "A" are more advnaced). Puzzles for **COUNTY OPERATES** are on cards following Activities section and Official Chart.
2. Who Am I Activity/Twenty Questions - Students ask questions; teacher, or another sutdent, may answer with only a "yes" or "no."
3. Scavenger Hunt - Divide the class into groups of four or five; give them a list of questions in which they are to research to find the answers. Students may have tocall different agencies for answers. For senior high, have a bibliography list available for each group. Don't assist the students, let them go on their own.
4. Interviews - Have students question a county official(s) by writing up some pertinent questions regarding county government. Allow them the opportunity to set up the appointment. (See SM #6 - Interview Sheet)
5. Field Trip - Set up a visit to some county offices at the Cortland County Office Building.
6. Intern Program - Teacher may arrange with Tom Dumas at the County Cooperative Extension Office (753-5077) to develop a program in which a student(s) may directly obsreve a county office's activities for an agreed upon period of time.
7. Refer to information sheet SM #1.
8. Departments Information Activyty - SM #5.
9. Two Cases - Skit on County Committee. SM #15

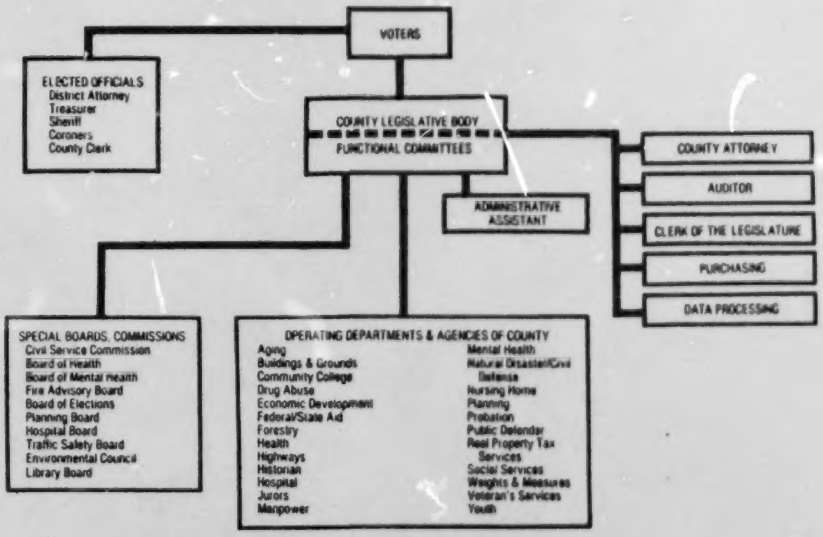
NOTES:

COUNTY OFFICIALS CHART

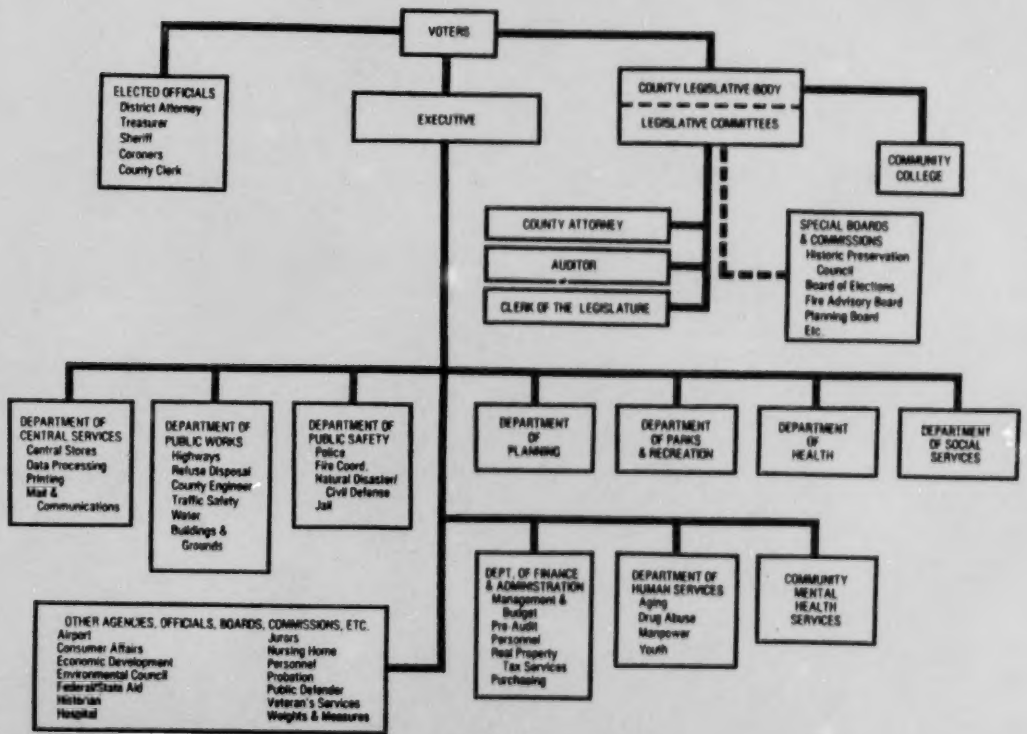
OFFICIAL	FUNCTION	TYPE/TERM	SALARIES	DUTIES
Legislator	leg.	elected 2 years	$ 5,000	Passage of resulutions, local laws, approval of budget, supervision of court officials and departments, boards and commission, control of county finances
District Attorney	ex.	elected 4 years	$27,000	Chief prosecutor, responsible for investigation of crimes or suspected crimes and preparation of cases against them in court.
County Treasurer	ex.	elected 3 years	$23,000	Chief fiscal officer recieves all county revenues and pays county bills when authorized by legislature. Collects delinquent taxes, holds tax sales, invests funds of the county.
Sheriff	ex.	elected 3 years	$23,000	Chief law enforcement officer of the county. Criminal investigation, road patrol, traffic control, crime prevention. Civil jurisdiction: serves civil papers, collects monies on garnishees, issues identification cards, custodian of the Jail.
Coroner (2)	ex.	elected 2 years	$ 4,300	Investigates all unattended deaths if causes do not appear to be natural, all violent deaths, and as directed by the DA, deaths where a crime is suspected.
County Clerk	ex.	elected 3 years	$23,000	Official record keeper for the county. Records deeds and mortgages, contracts, liens, legal papers. Issues licenses, permits, passports. Oversees the Department of Motor Vehicles. Clerk of the County Court.
County Judge	jud.	elected 10 years	$59,000	Holds county court; has unlimited criminal jurisdiction and tries civil cases under $10,000.
Family Court Judge	jud.	elected 10 years		Court of original jurisdiction for juvinile offenders, custody, adoption cases, family related cases, support payments, paternity suits, etc.
Surrogate Court Judge	jud.	elected 10 years		Court handles probates wills, administers estates, guardianship of property for minors.

COUNTY GOVERNMENT

COUNTY LAW FORM ORGANIZATION CHART



EXECUTIVE FORM ORGANIZATION CHART



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UZLLHILIMEXECSESSIONGTXZCO
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OYSESDGIPFYUEZLEYEBMPXAMM
CUVRLTTCLTCZVWEPZLGBDYCZP
SAWYGLEGISLATIVEDISTYKXFG
FUDTTHHIJFMALRNKNJJLDPBOP

There are 14 words here - can you find them: Here are the words to look for: **ADHOCCOMMITTEE, ANNUALSESSION, COMMITTEE, ELECTIONDIST, EXECSESSION, ONEMANONEVOTE, STUDY, AGENDA, APPORTIONMENT, COMMOFTHEWHOLE, EQUALPROTECTION, LEGISLATIVEDIST, QUORUM, WEIGHTEDVOTING**

COUNTY OPERATES
(Answer Key)

A.....
.D.....T.....O
AEH.....N.....N
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..NEC....M.....M
...UCC..N.WEIGHTEDVOTINGA
....ATOO.....A.....N
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...O....SDT...O.....D.V
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WBOMVJUQSKGVCVEXSNPADJWICNHYBK
EBUAMHNZJCGRXXNLFNQOJLQSEHFBLG
ATJHRYQWZQSOVJPNUQRRLMYPRCYFJS
LVOUIJWWTYXLKUGJBEAAAVKBURCBBL
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FWKQEBHGFUYOTFUYIONNDKUYWOTONO
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CEOMCQOSPSGUMIJBMOIGJKKNNMWFJF
IYSNYCLNSBNFWZUFIOFVNDYYBORVPS
SYFYYBKEAUKOCIBTYFEWZIPROFFYFI
GTSILNSBIMIKBVCKHILKFRWLATAKLB
GULVQLNNJUEHNEGRDQHRUGEYDHIRQN
JDKGAYDUTSNNTEUTWAQHHGIENENTMN
EBFUOPDVDOJOOSIUUNMRIKGCEWPVUB
MBNNZTAPATRAMRBFSXJSGJHCGHSRRI
WNRQNDJVHPVYKQGRBFLOBMTPAOJUOQ
AQUORUMILIKTBNIBYAZZCZESELOYSY
LFUVCTNAQTSIDNOITCELEIDJJEXXLQ
USIDAUZOAPPORTIONMENTVFVWCFII
OHRKBQHNVBUCEMVSSVEKNKOWJGFKNR
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IMUYIYZRZWEWHDLYLBGUWHTTITWGAS
YUVTOEGZDSMIJURAFKFANPKPWSSELT

There are 14 words here - can you find them? Here are the words to llok for: **ADHOCCOMMITTEE, ANNUALSESSION, COMMITTEE, ELECTIONDIST, EXECSESSION, ONEMANONEVOTE, STUDY, AGENDA, APPORTIONMENT, COMMOFTHEWHOLE, EQUALPROTECTION, LEGISLATIVEDIST, QUORUM, WEIGHTEDVOTING**


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....AYDUTS.NT.........GI.NE.....
...U........OO........I.G.EW....
..N........R.........S..H.GH....
.N........P.........L...T.AO....
AQUORUM.L....N...A....E..L.....
........A.TSIDNOITCELE.D..E.....
......U..APPORTIONMENTV.........
.....Q......C..V.S.....O........
....E........OE...S....T........
............DM....E...I........
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HOW THE COUNTY LEGISLATURE OPERATES

General Objective: To describe the functions and duties of the Cortland County Legislature.

Pertinent Information: The Cortland County Legislature is made up of 19 legislators who serve a two-year term of office. Their salary is $5,000.

Their major task is establishing a budget for the allocation of expenditures, including federaland state funds.

Within the legislature a majority and minority leader are selcted by each party caucas, receiving salaries of $500. In addition, a chairperson is elected by the members of the legislature to run the meetings. This person is usually from the majority party and receives $7,000. Executive powers are not delegated in this position.

Currently the county legislature has thirteen standing committees and two special committees. The committees are as follows:

a. Budget and Finance: Seven members to which all budgetary requests, including creation of new positions and setting of tentative salaries, shall be referred. The Committee shall represent the legislature in negotiations with the approved bargaining agent(s) or County employees in regard to terms of employment. The Committee shall review the tentative budget filed by the Budget Officer and shall consider and recomment appropriations required for all purposes and prepare and report the annual estimates for the tax levy.

b. Assessment and Equalization: Five members who shall oversee the following Department:

Department of Real Property Tax Services

Said Committee shall examine and report on errors in form, matters of footing of all assessment rolls and verify, correct and tabulate same, report on equalization of assessments, and report on all matters of erroneous assessments, tax extensions and unpaid taxes, and said Committee shall apportion the County, Town and Special District Taxes; and extend the tax budgets of the several towns or taxable districts, and said Committee shall examine and report on the assignmentof return school taxes, redemption advertising and omitted taxes to the assessment rolls of the various towns.

c. Judiciary and Public Safety: Five members who shall oversee the following departments, boards and authorized agencies:

County Treasurer, Civil Service Commission, Budget Officer, County Clerk except inhis function as Clerk of the Court, County Attorney, Board of Elections, Veterans Service Agency, Central Services, the Legislature and the Clerk of the Legislature.

Said Committee shall examine and audit such bills and accounts for insurance coverage carried with any by Cortland County, and shall recommend such revisions in insurance policies or program coverage as may become necessary to provide for and protect the best interests of the County. Said Committee shall have general supervision of the management of the County Self-Insurance Plan adopted by the County Legislature pursuant to Local Law No. 1, 1956. All matters concerning operation and revision of these Rules shall be referred to the Committee.

e. Highway: Five members whoshall oversee the operation of the highway functions of the County Highway Department, including buildings used to carryout this function, the County's contract with the State for snow removal and theCortland County Car Pool.

f. County Buildings and Grounds: Five members who shall oversee the operation of the Building Department and examine and audit the bills and accounts for construction, maintenance, and repair of all countyowned or rented buildings and grounds, except County Highway buildings, garages and grounds, County Park buildings and grounds, and suchother exempt buildings as the Legislature may disignate by resolution. TheCommittee shall have general supervision of the allocation of space within said buildings within the exceptions heretofore mentioned.

g. Transportation: Five members who shall oversee operation of the County Airport, be responsible for considering all proposals to improve public transportation in theCounty, including improvement of the State, as opposed toCounty and Town highway systems, and develop and oversee such public transportation systems as the Legislature directs.

h. Health: Five members who shall oversee the Department of Health and Mental Health, including related programs and the Regional Health systems Agency.

i. Recreation and Culture: Five members who shall oversee the following departments, boards, councils and authorized agencies:

> Council on theArts, Cortland Repertory Theatre, County Historical Society, County Historian, County sponsored agencies and councils involving Special Celebrations, the County Park

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> and Park Buildings, authorized agencies engaged in publicizing recreational and cultural opportunities in the County, Youth Recreation programs and the County Youth Bureau.

j. Agricultural and Environmental Affairs: Five members who shall oversee the following departments, boards and authorized agencies:

> TheCounty Extension Service, the AgriculturalDistricting Advisory Committee, the Soil and Water Conservation District, the Sealer of Weights and Measures, related Consumer Affairs, the Forest Practice Board, the Environmental Management Council and the Federation of Sportsmen's Clubs.

k. Economic Maintenance and Development: Seven members who shall oversee the following departments and authorized agencies:

> Social Service, the Community Action agencies, agencies conducting manpower programs, services to Senior Citizens, including the Office forthe Aging, and theRetired Senior Volunteer Program, and private social service agencies.

l. Planning: Five members who shall oversee the following boards:

> County Planning Board and Department, Central New York Regional Planning and Development Board, the Southern Tier East Regional Planning and Development Board, the Empire Heartland REsource Conservation and Development Agency.

m. Education: Five members who shall oversee the operation of Tompkins-Cortland Community College, the education of the handicapped,

and other County funded education programs.

n. Solid Waste: Five members currently exploring the development of a county landfill and the most feasible means of disposing of solid waste. This is a special committee at the present.

o. Off-Track Betting: This is a special committee composed of five members who are investigating the possibility of establishing an OTB office in Cortland County.

The Cortland County Legislature meets twice a month with the exception of July and August, when it meets once. The second meetings held in April and September are evening sessions, while the rest are usually morning sessions.

Vocabulary: 1. Ad Hoc Committee 2. Agenda 3. Annual Session 4. Committee of the Whole 5. Executive Session 6. Quorum 7. Standing Committee 8. Study

Activities:

1. Field Trip - Arrangements should be made through theCounty Chairperson, Ted Law, to visit a session of the County Legislature. [See "Observer's Guide to County Legislature" on the following cards.]
2. Interviews - Students may wish to interview their representative on the County Legislature. [See interview sheet - SM #6.]
3. Mock Legislative Session - refer to unit on Modes of Legislation for Local Government -Activity - Mock Legislative Session.

NOTES

OBSERVER'S GUIDE TO THE COUNTY LEGISLATURE

1. Observers are not usually allowed to address the legislature except at public hearings.

2. Copies of the agenda for the meeting may be obtained prior to the meeting from your county legislator or from the clerk of the legislature. (NOTE: the county clerk and the clerk of the county legislature are different offices.)

3. Note that there are very few local laws on the agenda in relation to the number of resolutions, the local law being a more formalized piece of legislation.

4. What types of subjects do many of the resolutions cover?
   a. assessment corrections?
   b. bonds?
   c. appropriations or transfer of funds?
   d. creation or change of internal rules and regulations?
   e. honorary?

6. Note which ones vote independently, i.e., which ones will vote for a resolution sponsored by a member of the opposition party, or against their own party.

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7. Are votes straight party line?
   a. What is political line up? How many Democrats; how many Republicans?
   b. Keep track of the number of botes by party affiliation to determine the usual course.

8. Take notes on which issues arouse the most comment--list some of the arguments for and agains.

9. Each local law must hold a public hearing prior to passage:
   a. note the date set for a public hearing
   b. note the subject covered

10. Consider the possibility of testifying at a hearing.
    a. Do you have strong opinions on the subject?
    b. Do you have knowledge in the field that might prove useful?

WEIGHTED VOTING

General Objective: An understanding of the system of voting used by the Cortland County Legislature.

Pertinent Information: Significant Supreme Court cases leading up to "One-Man-One-Vote Rule":

Baker vs Carr 369 U.S. 186 (1962) - ruling states that federal courts have jursidiction over cases involving state legislative reapportionment.

Reynolds vs Simms 377 U.S. 533 (1964) - all state and local legislatures must be appointed and representatives elected according to population.

Westberry vs Sander 376 U.S. 1 (1964) - established the concept of one-man-one-vote as the basis for equal representation in the House of Representatives and therefore true of all state legislatures. This concept cannot be ignored.

Cortland County Board of Supervisory desired to keep the townships of the County in tact in any system of apportionment. They did not want to see the splitting of towns which would place one town in two legislative districts. In order to accomplish this goal, the division of the County into nine districts of equal population was impossible. In order to statistically equalize the districts, a system was divised in which each district legislator would get a number of votes weighted in a ratio to the exactnumber of people in their district.

After the 1980 census, the County Legislature had to adopt a new Local Law taking into account the population changes as recorded by the 1980 census.

There are presently 19 legislative districts inCortland County. [See Legislative/Election District Map SI #11]

LEG. DIST.	MUNICIPALITY	POPULATION	VOTES
1	City Ward #1	2,559	26
2	CityWard #2	2,493	25
3	City Ward #3	2,537	25
4	City Ward #4	2,570	26
5	City Ward #5	2,507	25
6	City Ward #6	2,464	24
7	City Ward #7	2,523	25
8	City Ward #8	2,485	25
9	Homer ED 1,2	2,266	21
10	Homer ED 3,4	2,170	19
11	Homer ED 5,6	2,163	19
12	Cortlandville ED 1,2	2,765	28
13	Cortlandville ED 3,4	2,794	29
14	Cortlandville ED 5,6	2,740	28
15	Preble, Scott	2,830	29
16	Cuyler, Solen, Truxton	2,699	28
17	Cincinnatus, Taylor, Freetown and Willet	2,951	32
18	Marathon, Lapeer	2,396	23
19	Harford, Virgil	2,908	31

Vocabulary: 1. Apportionment 2. Election District 3. Equal Protection 4. Legislative District 5. "One-Man-One-Vote" Principle 6. Weighted Voting.

Activities:

1. Mock Legislative Session: refer to -
   Unit - Modes of Legislation for Local Government
   Activity - Mock Legislative Session
2. Simulation - Assign 19 students to the role of legislator giving each the number of weighted votes corresponding with his/her district. Take a vote on an issue using this system to determine action.

NOTES

TOWN GOVERNMENT

General Objective: To examine the structure of town government; to identify officials, duties and services of town governments.
Pertinent Information: See Structure Chart - TOWN; Officials Chart - TOWN-SECOND CLASS.

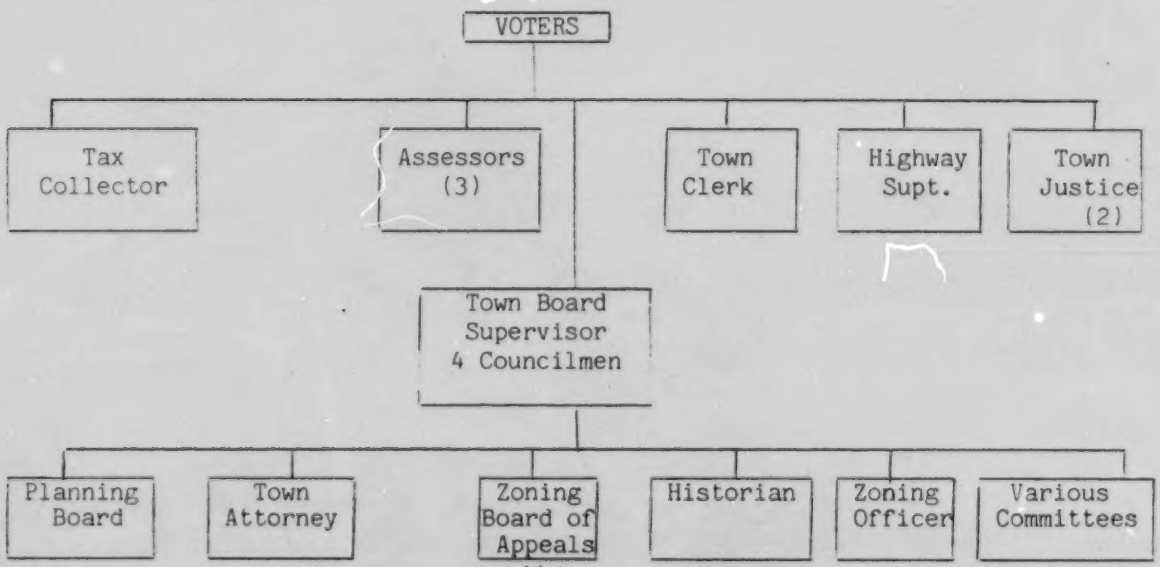
Town Services - Towns provide certain basic governmental services to their residents whether they live within villages or in the area of the town-outside-villages. These include administration of highway construction and maintenance; organization and supervision of elections; tax collection; construction and repair of bridges; health services where not provided by the County; town parks; the licensing of certain trades and occupations (if not done by other units): and the general administration of town functions.

Certain other functions may be provided either on a townwide basis or only to the town-outside-village area, depending on circumstances and whether or not the village or villages provide the services. Examples of this type of service include waste collection and disposal, administration of justice, and law enforcement. In addition, certain services are provided in designated town areas, usually outside villages, through the establishment of fire districtsd and special benefit districts. The latter are established to provide specific services, such as water, sewers, refuse disposal, and others. In most cases, these services are wholly or partly financed by taxes or benefit assessments levied against only those properties receiving the services.

In town-outside-village areas, town governments also regulate subdivisions, develop and administer planning and zoning, provide building inspection services, and construct and maintain town highways.

Vocabulary: 1. Assessor 2. Code Enforcement Officer 3. Councilman 4. Superintendent of Highways 5. Supervisor 6. Tax Collector 7. Town 8. Town Attorney 9. Town Clerk 10. Town Justice.

TOWN
(Structure Chart)



TOWN
(OFFICIAL'S CHART)

OFFICIAL	FUNCTION	TYPE/TERM	SALARIES	DUTIES
Councilman (4)	leg.	elected 4 years	C-$ 2,000 S-$ 350	Makes policy, passes ordinances and local laws. Approves budget, levies taxes.
Supervisor	ex. leg.	elected 2 years	C-$14,000 S-$ 1,600	Chairman of the TownBoard and chief fiscal officer. REceives revenues and makes expenditures, prepares budget.
Town Clerk	ex.	elected 2 years	C-$14,000 S-$ 1,225	Secretary of Town Board. Official record keeper of town, issues licenses and permits.
Tax Collector (often combined w/ clerk)	ex.	elected 2 years	S-$ 375	Collects taxes according to tax rolls, records unpaid taxes to appropraite agency.
Supt. of Highways	ex.	elected 2 years	C-$18,000 S-$13,500	Highway, road, street maintenance. Maintenance of town building and facilities. Supervises employees and equipment.
Assessor	ex.	varies - some elected, some appointed 6 years	C-$18,000 S-$ 1,500	Evaluates real property for taxes, prepares information for tax rolls.
Zoning Enforcement Officer	ex.	appointed 1 year	C-$11,500 S-$ 800	Enforces zoning ordinances and town codes. Inspects buildings, prepares necessary forms for permits and variances.
Town Attorney	ex.	appointed 2 years	C-$13,000 S-$ 1,000	Legal advisor for town. Represents town inlegal actions.
Town Justice	jud.	elected 4 years	C-$19,000 S-$ 1,000	Presides over Town Court (inferior court of original jurisdiction) holds arraignments, sets bail, tries traffic violations, minor crimes

Activities:

1. Who Am I Activity - Give students hints; they try to guess what town official you are describing. May be done in any type of format [i.e., role playing, or "ten questions (students ask questions - teacher may answer withonly a 'yes' or 'no')".]
2. Scavenger Hunt - Divide the class into groups of four or five; give them a list of questions in which they are to research in order to find the answers. For Jr. High, have a bibliography list available for each group; don't assist students - let them go on their own.
3. Interviews - Have students question a town official by writing up some pertinent questions regarding town government. Allow them the opportunity to set up the appointment (See SM #6).
4. Field Trip - Set up a visit to some town offices and/or officers.
5. Intern Program - Description and Procedure -- Teacher may arrange with town official(s) to develop a program in which a student(s) may directly observe the office activities for an agreed-upon period of time.
6. Refer to information in SM #1.
7. Town Board Role Play - SM #4.
8. A Tale of Two Citizens - Skit - SM #9.

NOTES

CITY GOVERNMENT

General Objective: To examine the structure of city government, to identify officials and duties, and services of a city government.
Pertinent Information: 1. The Forms of City Government 2. Mayor - Council Chart 3. Council - Manager Chart 4. City Official Chart 5. Urban Services

THE FORMS OF CITY GOVERNMENT

Because all cities have separate charters granted by the State Legislature, and all now have the power to revise their charters by local action, it is difficult to describe a common city structure. All cities have elected councils. Elections are by wards, at large, or a combination of the two. Most cities have mayors; some mayors are elected at large by the voters, while others are selected by the council. Otherwise, city government in New York exhibits a variety of forms. In general city government falls into three broad categories:

1. Council-manager, under which an appointed, professional manager is the administrative head of the city, the council is the policy-making body, and the mayor is mainly a ceremonial figure. The manager usually has the power to appoint and remove department heads and to prepare the budget, but does not have a veto power over council actions.
2. Strong mayor-council, under which an elective mayor is the chief executive and administrative head of the city and the council

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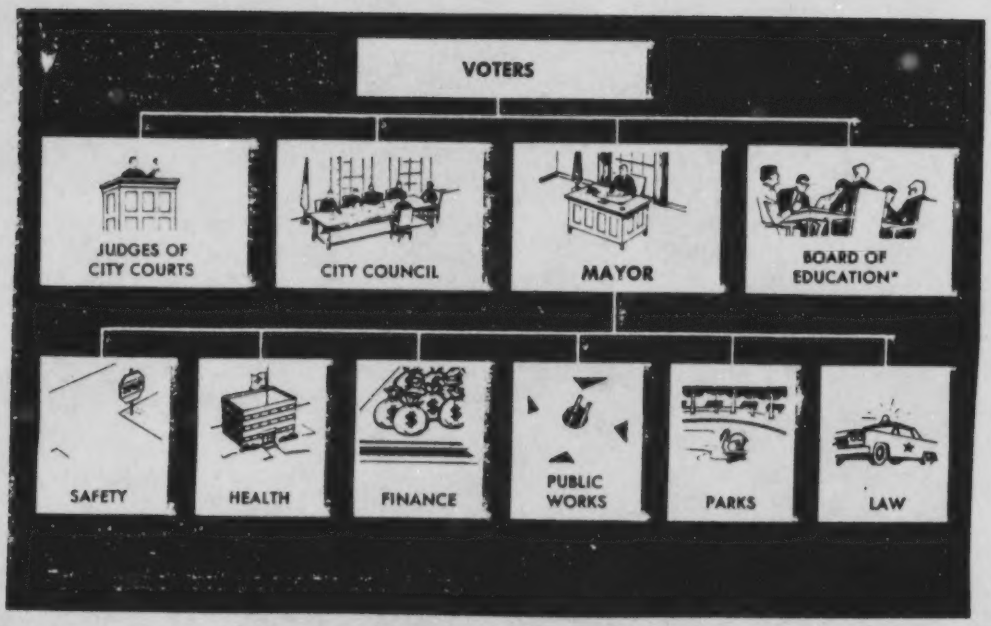
is the policymaking body. The mayor usually has the power to appoint and remove agency heads, with or without council confirmation; to prepare the budget; and to exercise broad veto powers over council actions. This form sometimes includes a professional administrator appointed by the mayor and is then called the "mayor-administrator plan."
3. Commission, under which commissioners are elected by the voters to administer the individual departments of the city government and together form the policymaking body. In some cases one of the commissioners assumes the ceremonial duties of a mayor, on a rotating basis.

All of these types of city government are found in New York State. Nineteen of the 62 cities have council-manager arrangements; three trilize the commission plan. The remaining 40 cities have the mayor-council form; their governments are located at various points along a continuum between strong mayor and weak mayor. Within each group there are many hy ds.

Vocabulary: 1. City 2. City Charter 3. City Clerk 4. City Judge 5. Code Enforcement Officer 6. Commission 7. Corporation Coincil 8. Councilman 9. Fire Chief 10. Mayor 11. Police Chief 12. Urban

MAYOR-COUNCIL



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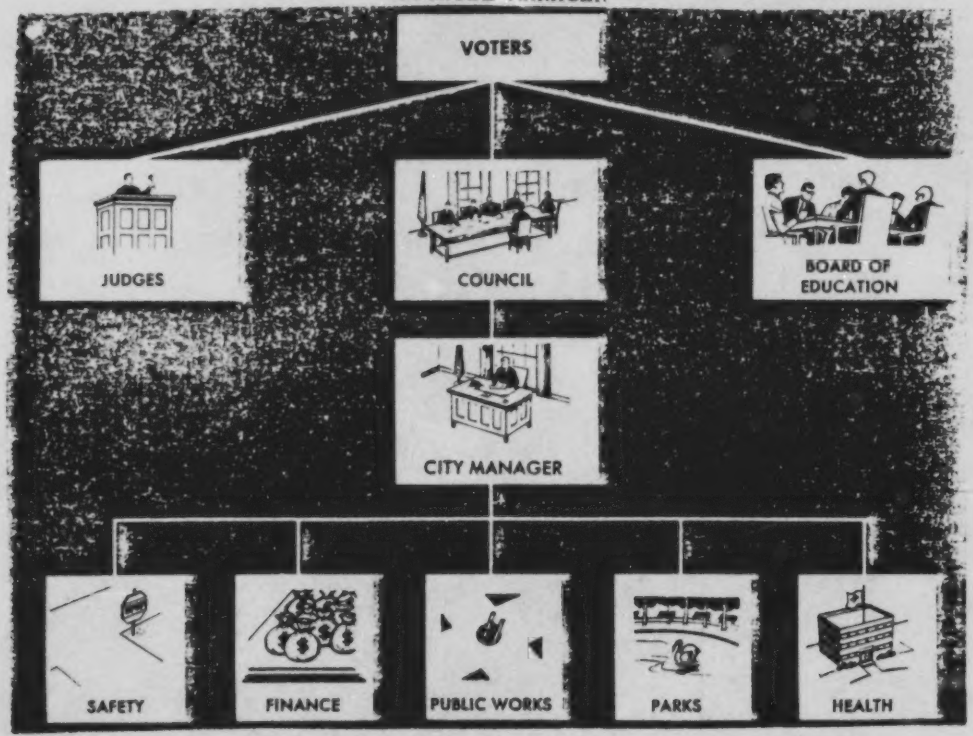
COUNCIL-MANAGER



-51-

CITY OFFICIALS

OFFICIAL	FUNCTION	TYPE/TERM	SALARIES	DUTIES
Finance & Administration	ex.	appointed	$25,000	Advises mayor and Common Council; oversees the preparation of budget and expenditures of the city.
Fire Chief	ex.	appointed - Civil Service test	$25,000	Supervises fire department. Respons-ob;e fpr traomomg and equipment.
Police Chief	ex.	appointed - Civil Service test	$25,000	Supervises police department, responsible for training and equipment, budget, personnel and crime prevention.
Public Safety	ex.	appointed - Civil Service test	$19,000	Responsible for street lights, traffic lights, street marking, signs, fire alarms.
Public Works	ex.	appointed - Civil Service test	$19,000	Highway, street maintenance and repair, also public buildings and facilities such as parks and playgrounds.
Water/Sewer	ex.	appointed	$19,000	Maintenance of water and sewer system.
Youth and Recreation	ex.	appointed	$26,000	Formulation and implementation of programs - social, recreational and educational for youth, playground, swimming, etc.
Councilman	leg.	elected 2 years	$ 2,500	Passage of ordinances and local laws, approval of budget and levy of taxes, expenditures, formulation and approval of policy decisions. Approval of appointments (limits vary according to specific charter.)
Mayor	ex.	elected 2 years	$10,800	Varies part to full time. Chief fiscal and administrative officer, prepares budget, formulates policy, makes appointments, performs ceremonial functions.
City Clerk	ex.	appointed	$ 3,000	Collects taxes, keeps records of city, issues licenses and permits.
Code Enforcement Officer	ex.	appointed - Civil Service	$18,000	Enforces zoning and building codes and ordinances. REsponsible for inspection of buildings and issuing of permits.
Corp/Council City Attorney	ex	appointed	$11,600	Legal advisor for city. Represents city in legal actions.
City Court Judge	jud.	elected 6 years	paid by State	Presides over City Court (inferior court of original jurisdiction), holds arraignments, sets bail, tries traffic violations and minor crimes.

URBAN SERVICES

In cities, the cost of most services is paid from general revenues; only certain types of public improvements are assessed against properties in benefited areas.

Services provided by cities generally include, among others: streets and street lighting; courts; police and fire protection; water; sewers and sewage disposal; refuse and garbage disposal; housing; markets; parks and recreation areas; hospitals; public parking; jails; planning and zoning; regulation of building construction; licensing of trades and occupations; inspection services; and health, mental health, civil defense, airports and libraries where notprovided by the county.

During the last 20 years, the major problem of many towns has bee providing services and facilities to keep pace with rapid population growth in suburban areas. During the same period, however, cities have had to deal with the problems caused by declining populatins, shrinking tax bases and obsolescent physical plants.

Activities:

1. Who Am I Game - Give students hints, they try to guess what city official you are describing. Can be done in any type of format - i.e., role playing, or "twenty questions" (students ask questions, teacher may answer with only a "yes" or "no).
2. Interviews - Have students question city officials. Have students write up some pertinent questions regarding city government. Allow them the opportunity to set up the appointment (See SM #6.).
3. Scavenger Hunt - Divide the class into groups of four or five; give them a list of questions in which they are to research inorder to find the answers. For Jr. High, have a bibliography list available to each group; don't assist students - let them go on their own.
4. Refer to SM #1.
5. Field Trip - Set up a visit to city hall to observe some of the functions of city government.
6. Community Project - SM #7.
7. A City Problem - Role Play - SM #8.

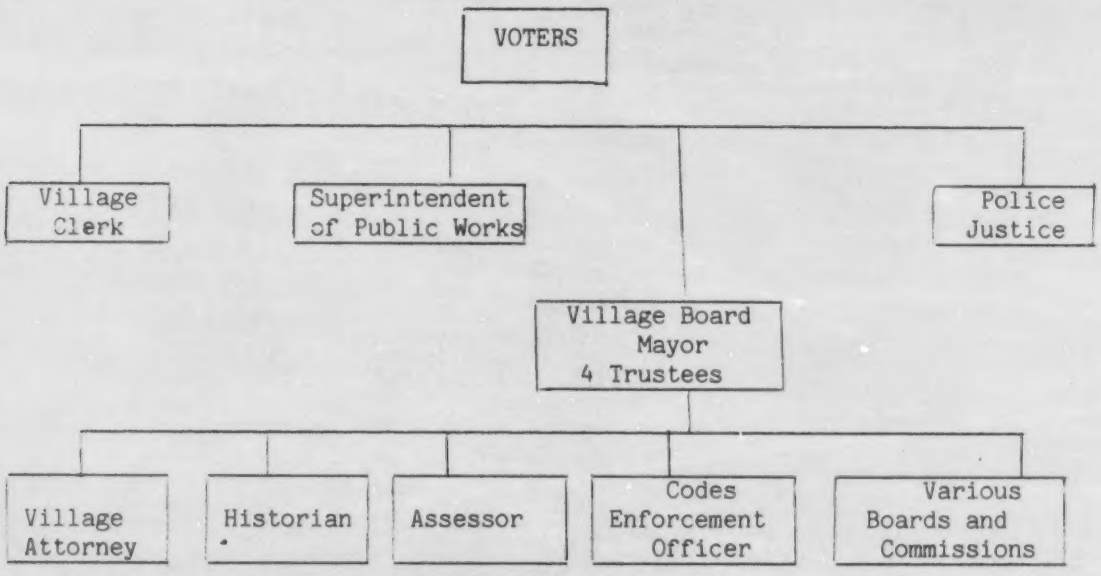
VILLAGE GOVERNMENT

General Objective: To examine the structure of village government, to identify officials, duties and services of village government.
Pertinent Information: See STRUCTURE CHART and OFFICIALS CHART.

Village Services - Villages provide services such as streets and street lighting; water; sewers and sewage disposal; police and fire protection; parks and recreation areas; garbage and refuse disposal; courts; health where not provided by the county; planning and zoning; regulation of building construction; and licensing of trades and occupations.

Vocabulary: 1. Assessor 2. Codes Enforcement Officer 3. Historian 4. Police Justice 5. Superintendent ofPublic Works 6. Trustee 7. Village 8. Village Attorney 9. Village Clerk.

STRUCTURE CHART



VILLAGE
(Official's Chart)

OFFICIAL	FUNCTION	TYPE/TERM	SALARIES	DUTIES
Trustees (4)	leg.	elected _ years	$ 1,500 approx.	Makes policy, passes ordinances, approves budget, levies taxes.
Mayor	ex. leg.	elected _ years	$ 4,000	Chairman of village Board, chief fiscal officer. Receives revenues and makes expenditures, prepares budget.
Village Clerk	ex.	appointed	$12,900	Secretary toVillageBoard, official record keeper of village, ussues licenses and permits.
Tax Collect-or (oftne combined w/ clerk)	ex.	elected _ years		Collects taxes according to tax rolls, records unpaid taxes to proper agency.
Superinten-dent of Highways	ex.	appointed	$19,000	Road and street maintenance. Mainten-ance of village properties and buildings. Supervises employees and equipment.
Village Attorney	ex.	appointed	$ 4,000	Legal advisor for village. Represents village in legal actions.
Police Justice	jud.	elected _ years	$ 2,500	Presided over Police Court (same as town Justice).
Assessor	ex.	appointed	$ 500	Establishes the assessments for the village.

Activities:

1. Who Am I Activity - Give students hints; they try to guess what village official you are describing. This may be done in a variety of formats.
2. Scavenger Hunt - Divide the class into groups of four or five; give them a list of questions in which they are to researchin order to find the answer. For junior high, have a bibliography list available for each group; don't assist the students - let them go on their own.
3. Interviews - Have students question a village official(s) by writing up some pertinent questions regarding village government. Allow them the opportunity to set up the appointment. See SM #6.
4. Field Trip - Set up a visit to a village office.
5. Intern Program - Teacher may arrange with a village official(s) to develop a program in which a student(s) may directly observe the office activities for an aggred upon period of time.
6. Refer to SM #1.
7. What Would You Do If... - Role Play, SM #10. Comprehensive Activity for all Local Government Sections.
9. Local Government Quiz - SM #11. Comprehensive Activity for all Local Government Sections.

NOTES

MODES OF LEGISLATION FOR LOCAL GOVERNMENT

General Objective: To understand and distinguish between the three different types of legislation of local governments.

Pertinent Information:

- The New York Constitution gives local government the power to adopt local laws.
- The three modes of legislation are: local law, ordinances, resolutions (see SI #2)
- The law requires public hearings as part of the approval process for: local law and ordinances, zoning regulations, capital improvement, budgets, and certain federal funds.
- Local governing bodies may also conduct a hearing at any time on any subject on which they wish to obtain the views of the public. In addition, the Open Meeting Law requires that all meetings of public bodies be convened open to the public and preceded by notice given to the public and news media.
- See Supplimentary Information #'s 1 and 2.

Vocabulary: 1. Eminent Domain 2. Home Rule 3. Legislative Body 4. Local Law 5. Misdemeanor 6. Municipality 7. Ordinance 8. Public Hearing 9. Reapportionment 10. REgulations 11. Resolutions 12. Zoning.

Activities:

1. Overhead of local law, ordinances, and resultions. Use SI #2 to make overhead.
2. Write an example of local law, ordinances, and resolutions.
3. Mock Legislature (County Legislature) used in conjunction with Parliamentary Procedure. Before implimenting this you should have completed the County

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Government Unit. Basic ingredients for County Legislative Mock Session: a) have one student represent each of the legislatures and the clerk of the legislature [To find all the necessary information (weighted votes, committees, political party, etc.) concerning the individual legislatures refer to COUNTY GOVERNMENT Unit and SI #'s 9, 11, and 13.]; b) If a student represents Ted Law's district, then that student will be the chairperson, etc. Format: party caucus, committees, legislature session - Write legislatiion; use weighted voting (refer to chart on legislature map).

4. Word Search - Puzzles on LEGISLATIVE MODES are on following cards. NOTE: Puzzles marked with an "A" are more advanced.

FFDETMOBPBNWSFXOGGSGPNOFT
JKYRWTHDQNNEIQKXFKOSEXGYU
NJSEDMBBXDLPVZGSOYCHVLHJT
KZLSQYIVRUSEWGVIXNFNYXBNK
MLDOZQFSRWCMXXKDEQIWJWEGS
WVALCXKEDNDTFRFKHAUUTMDBK
COLULAMOAEIOCUYQMRAENAKDA
ZVSTZOLNZIABGJVOMJPOQLRJU
ESDIHFILMVKMFYDKGQIWNELXL
EWAOJDRAAEKPETVVVTJEEGZLD
RFNNROQSVWRGNAHSRQBKZIKDE
LBEOVYTRFRREHONOEASGVSRJN
PUJMMNTTYVNEMSPOUKGWULASB
KJJYUEDLXIVPGPKWRPLSJAZEU
ZXFQWNRDMUQSAURUPFPWWTFPE
AONHGMIEMAZEQQLXENYDKIDIS
DQNRYQHCGIRAZSDAKXWAXVGKB
BKGIKXGKIRKFHRRVTQQIQEPUS
TZNJNYZRGPNPDLDCMIXETBMVE
WIMOBGTEXOAHUJXFVIOEEOSJV
ANMCLWLDPUBLICHEARINGDZKO
NGWUTMJQQKKLIQPJJEKISYXUT
IONVRBQGDDCOQTALKNLVBPDVG
FEABGCFNDMOXUDYSYEGZAWVFX
ZVRAZTWCUAJVWGJUSCFYWNPUS

There are 12 words here - can you find them? Here are the words to look for: **EMINENTDOMAIN, LEGISLATIVEBODY, MISDEAMEANOR, ORDINANCE, REAPPORTIONMENT, RESOLUTION, HOMERULE, LOCALLAW, MUNICIPALITY, PUBLICHEARING, REGULATIONS, ZONING**


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...R.......E.............
...E.M....L.............T
..LS..I..U.E.......N...N.
...O...SR.C.......I...E..
...LC..EDN.......A...M...
...U.AM.AE......M...N....
...T.OLN..A....O...O.L...
...IH.IL...M..D...I..E....
...O.D..A...ET...T...G...
...NR....W..NA..R....I...
...O......RE..NO.....S...
...M......NE..PO.....L...
....U....I..GP..R....A...
Z....N..M...AU.......T...
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..N....C..R....A.....V...
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....N....P.......I...B...
.....G....A.......O..O...
.........PUBLICHEARINGD...
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EYIIBRNVHLHRWEQKXCJFCEAK
WLOBIWPOXAAHEWTOVCNERFMQA
EVSTXCMVFMHFVCHDTDNXNEXSQ
XAZTLERGLDXRXNNKSSIPCNTKB
WPMGRXDUDNLJPVOALNAZLCMKP
ISEUKRCLISKQGAQONKMOACUTR
BHLSBBMGQDLIATYAIIOWGXCTO
GEDRLLXIOMPBFXSBTODXPBCPA
MNLEGISLATIVEBODYITRVENOR
WUIHKDHDUZRLBGKSRENIOOLCI
ABNRNGVVNARBISWOEZEJGSFLR
LJDILKRRTWURPHLKSNIHSNIM
LXPGCEREGULATIONSWIIEERIJ
APBRBIHREAPPORTIONMENTSGJ
CVHSYDPCEPCBLJRDGYEPBDFGP
ODDODVBAISXHWQBIOPREEIZNN
LSNUYMIALLOEYBWGDDOATFSIV
KFVPFABYNIBLSQZVQSMBGIVNJ
CXYHIMNRAFTUUZQOREYADINOA
YWJAASEWTXGYPTTUAHSKPOCZB
ATATTGMWLCOCXPINKXRVXIDLS
BZTXGGEOWQHCNTOOFRDXYGNFF
JCPSFREERBTPHRTTNIFMOJPYH
DBVXLISBZRHYHHZDKKADECTKQ
OEQURIZWFBJXENOMYCAIIGOKN

There are 12 owrds here - can you find them? Here are the words to look for: **EMINENTDOMAIN, LEGISLATIVEBODY, MISDEAMEANOR, ORDINANCE, REAPPORTIONMENT, RESOLUTION, HOMERULE, LOCALLAW, MUNICIPALITY, PUBLICHEARING, REGULATIONS, ZONING**

.....H.....
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.....M.....C....N.....
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....R.....A..A.....
...U.....N.M.....
..L.....IO.....
GE.....D.....
MNLEGISLATIVEBODY.TR.....
WUI.....N.O....
A.NR.....E.....
L..IA.....N...T.M
L...CEREGULATIONS.I....I.
A....IHREAPPOITIONMENTS..
C.....PCE.....E..D.G.
O.....AIS.....E..N.
L.....LLO.....A...I.
.....IBL.....M....N.
.....TUU....E.....O.
.....YPT..A.....Z.
.....IN.....
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COURTS AND LOCAL LAW ENFORCEMENT AGENCIES

General Objective: To educate the student on the structure of the Judicial system in Cortland County and explain the functions of each court and department.
Pertinent Information: SEE - Pre-trial Procedure SI #4; American City and County Jails SI #5; and the information on the cards following this section.

CORTLAND COUNTY PROBATION DEPARTMENT - The basic functionof the probation department is to provide services to the local criminal courts; Cortland County Court and Cortland County Family Court. In addition, this department involves itself infamily intake services such as marriage, custody, reconciliation and support; and protection services. Employed within the Cortland County Probation Department are ten probation officers.

CORTLAND COUNTY SHERIFF'S DEPARTMENT is responsible for law enforcement within the jurisdiction of Cortland County. The head of the department is the County Sheriff, an elected office with a three-year term.

TheCounty Sheriff's main responsibilities are: Chief Law Enforcement Officer of the County; Chief Civil Officer; Officer of the Courts; and Keeper of the Jail.

The Undersheriff is the second chief law enforcement officer of the County, and is an appointed official. The Secretary of theSheriff's Department is appointed as well as the two civil sheriffs in Cortland County. The remaining 20 positions within the Sheriff's Department are filled through Civil Service.

CORTLAND CITY POLICE DEPARTMENT is responsible for the enforcement of laws, ordinances and protection of lives and property within the city of Cortland.

There are 27 patrolmen on the city police force, 6 sergeants, two lieutenants, the deputy chief and the police chief.

The starting salary for a patrolman is $13,421. After one year the salary is $16,175.

Vocabulary: 1. Arraignment 2. Bail 3. Booking 4. City Courts 5. Civil Law 6. Criminal Law 7. Defendant 8. Family Court 9. Felony 10. Grand Jury 11. Indictment 12. Juvenile 13. Misdemeanor 14. PINS 15. Plea Bargaining 16. Probation 17. Public Defender 18. Youthful Offender 19. Release on Recognizance 20. Sheriff 21. Small Claims 22. Surrogate Court 23. Town Court 24. Village Justice

County Court

The County Court sits in each of the 57 counties of the state outside the City of New York. Under the Constitution it has unlimited criminal jurisdiction, but its civil jurisdiction is limited to money claims for not more than $10,000. It also has limited appellate jurisdiction; in the Third and Fourth Judicial Departments it hears appeals from civil and criminal judgments of justice courts and city courts.

The Constitution of 1846 declared that there should be elected in each of the counties of the state, except the City and County of New York, one county judge, who should hold his office for four years. The office has remained elective. Today the term of office is fixed at 10 years. A candidate, to be eligible for election, must have been admitted to practice law in the state for at least five years and must be a resident of the county. Retirement is mandatory at age 70.

The Constitution authorizes the Legislature to provide that the same individual may hold two or all of the positions of county, surrogate, and family court judge at the same time. There are many so-called two-hat and three-hat judges in upstate counties.

Surrogate's Court

The existence of the Surrogate's Court in New York can be traced back to colonial times. With origins in the practice of early Dutch officials exercising jurisdiction over estate matters, a practice which continued through the British colonial period, the granting of letters of administration and probate of wills in the State of New York became the responsibility of the Governor. In discharging this responsibility he was authorized to appoint a delegate to act in his stead. One of the early delegates used the title of "surrogate."

The Constitution provides that the Surrogate's Court shall have jurisdiction over all actions and proceedings relating to:

- the affairs of decedents, probate of wills, and administration of estates;
- the guardianship of the property of minors; and
- such other actions and proceedings, not within the exclusive jurisdiction of the Supreme Court, as may be provided by law.

In practice the court's jurisdiction, which includes such equity jurisdiction as may be provided by law, extends to, among other proceedings, the probate and construction of wills, grants of letters testamentary to executors, grants of letters of administration, proceedings for the payment of creditors' claims, proceedings by

fiduciaries and also by claimants to determine the ownership of property, proceedings for the payment of bequests, grants of letters of trusteeship, appointment of guardians for infants and their property, and accountings by executors, administrators, trustees and guardians.

The Constitution provides that there shall be at least one judge of the Surrogate's Court in each county and such number of additional judges as may be provided by law. Each judge of the Surrogate's Court, also known as a "surrogate," must be a resident of the county in which the surrogate serves and elected by the voters of that county. The term of office is 14 years within the five counties of the City of New York and 10 years in the other 57 counties. All surrogates are subject to mandatory retirement at age 70.

There is no constitutional requirement that the surrogate be a separately elected position. The Legislature has provided that where it is not, the county court judge shall discharge the duties of the surrogate, as well as those of county court.

Family Court

Viewed as one of the major accomplishments of the 1962 constitutional reorganization of the judiciary, the Family Court has emerged as a major agency in dealing with children and families in difficulty. It sits in every county in the state.

The court's jurisdiction is divided between matters which originate in the Family Court as provided by law and matters referred to the Family Court from the Supreme Court. The court has original jurisdiction in matters relating to:

- the protection, treatment, correction, and commitment of minors;
- the custody of minors;
- the adoption of persons (shared concurrently with Surrogate's Court until 1981);
- the support of dependents;
- the establishment of paternity; and
- proceedings for conciliation of spouses and family offenses (shared concurrently with courts with criminal jurisdiction).

The Family Court also is given jurisdiction to determine, with the same powers possessed by the Supreme Court, certain matters referred to the Family Court from the Supreme Court.

In New York City the judges of the Family Court are appointed by the mayor for terms of 10 years. In counties outside the City of

New York, the judges of the Family Court are elected by the voters of the counties for terms of 10 years. All judges of the Family Court must retire at age 70.

Criminal Court of the City of New York

The Criminal Court of the City of New York is the busiest criminal court in the world. Constituted in its present form in 1962, the court has its roots in colonial days and is the product of an evolutionary process which culminated in the abolition of two court systems in the City — the Magistrates Court and the Court of Special Sessions — and their replacement by the Criminal Court of the City of New York. The court now has an authorized complement of 98 judges.

The Criminal Court of the City of New York has jurisdiction to try misdemeanors and offenses less than misdemeanors and to conduct pre-indictment felony hearings. Most of the court's business consists of traffic violations and violations of the Administrative Code of New York City or Multiple Dwelling Law.

Judges of the Criminal Court must be residents of New York City. They are appointed for terms of 10 years by the mayor. Where a vacancy occurs for reasons other than expiration of the 10-year term, the mayor appoints a judge to fill the position for the balance of the unexpired term. Retirement is mandatory at age 70.

Civil Court of the City of New York

The Civil Court of the City of New York came into existence on September 1, 1962, when it was established through a merger of the City and Municipal Courts as part of the state's plan of court reorganization. The Civil Court is one of the busiest courts of civil jurisdiction in the United States.

The court has jurisdiction over numerous civil actions, including contracts, actions for personal injury, real property actions, and actions in equity. The Constitution, however, limits the civil jurisdiction in actions involving money claims to a maximum of $10,000. The Civil Court also has a special housing part, instituted in 1972 to assure the effective enforcement of state and local laws for the establishment and maintenance of proper housing standards in New York City.

The Civil Court has a small claims part, through which it affords citizens the opportunity to come into direct contact with the judicial system. The services of an attorney are not required to present a small claim, and it is the rule rather than the exception that the litigant pleads his own cause. Corporations, associations, and assignees may not institute actions in the small claims part, although they may be sued as defendants.

The Civil Court presently consists of 120 judges, selected for terms of 10 years by voters within New York City from "districts" established by the State Legislature. Retirement is mandatory at age 70.

District, Town, Village, and City Courts

Minor civil litigation, minor criminal litigation, and the first stages of major criminal litigation arising outside New York City are handled by district, city, town, and village courts. These courts of "inferior jurisdiction," as they are sometimes called, include some of the oldest of the state's courts — town justices date back to the seventeenth century — and some of the newest — the Nassau District Court was established in 1937, the Suffolk District Court in 1964.

They deal with many problems, including simple traffic offenses, bill collection cases, felony hearings, and complex commercial litigation.

Judicial personnel in the town and village justice courts include justices, who often are not lawyers and who render part-time services for an annual salary which may be under $500, and full-time judges in the district courts and some of the city courts, where annual salaries exceed $40,000. Court sessions are held in places ranging from the justice's living room or office and rooms in town or village halls to regularly established courthouses. In some cases the records of the courts are kept by the judicial officer himself and in others by staffs which may consist of a single part-time clerk or full-time staffs of clerks.

The population centers served by these courts range from small cities, villages, and towns, many of which have populations under a thousand to counties having more than one million residents.

A significant trend in the development of the lower courts in New York has been the drift toward procedural uniformity. This trend culminated in those sections of the Uniform Court Acts, enacted by the Legislature, which assure that procedures followed in these courts are substantially the same throughout the state.

Town Courts. The oldest of the "inferior" courts in the state is the town justice court (see also, Chapter VII).

Under the original town structure, justices of the peace were members of the town board and thus had legislative as well as judicial functions. The Town Law, adopted in 1934, substituted town councilmen for justices on the town board in towns of the first class — i.e., all towns in Westchester County, all towns in other counties (except Broome and Suffolk) having a population of 10,000 or more, and all other towns with a population between 5,000 and 10,000 electing to

become towns of the first class. In all other towns, classified as towns of the second class, justices were still members of the town boards. In these towns the town boards had the option — by resolution subject to permissive referendum — of providing that justices should not be members of the board. In 1976 the Town Law was amended again to preclude all town justices from serving on town boards during the tenure of their judicial office.

Until 1962 it was generally accepted that all justices of the peace in a town ran their courts independently, regardless of the number of justices in that town. In 1962 the Court Reorganization Amendment integrated the town justice courts into the unified court system, and the enactment of the Uniform Justice Court Act firmly established the single court concept in each municipality. All justices of a town are conceived as justices of the same court, and the proceedings of one justice are treated as acts of the whole court.

The salaries of judicial and nonjudicial personnel of a town justice court are funded by the town.

Village Justice Courts. Although villages appeared as local governmental units as long ago as 1790, village justices have not played the same central roles in village organization as justices of the peace played in town development.

The constitutional history of the office of village justice, formerly known as the police justice, starts with the Constitutional Convention of 1846. Until then village police justices apparently were not the subject of general legislation. At the convention a proposal was made to authorize the Legislature to create inferior local courts of civil and criminal jurisdiction in cities and villages. Today's village justice court traces its roots to this point.

A village justice court has the same jurisdiction within its municipal boundaries as a town justice court. The cost of village justice court operations is borne locally.

City Courts. Since 1846 the Legislature has been authorized to create city courts of limited jurisdiction and to establish the tenure of city judges and the method of their selection. The resulting legislative enactments are framed as individual court acts, each affecting only one city. As has been done with town and village justice courts and the district courts, however, the Legislature has established general procedural and jurisdictional guidelines in one consolidated statute of general applicability to all city courts in the state — the Uniform City Court Act.

District Courts. The first district court was established in Nassau County in 1937, pursuant to the Alternate County Government provision of the Constitution and the Alternate County Government Law.

The only other district court now in existence is the district court of the First Judicial District of Suffolk County, comprising the towns of Babylon, Brookhaven, Huntington, Islip, and Smithtown. It was created by the Legislature with the approval of the voters of those towns in 1963.

Although there are only two district courts now in operation in the state, the Constitution provides that a district court may be established in any area of the state where the local governing body of the affected area has so requested the State Legislature and where the voters of that area have approved its establishment.

Jurisdiction. District, town, village, and city courts have limited civil and limited criminal jurisdiction, as defined in the Uniform Court Acts. In general, the civil jurisdiction of these courts is limited to claims for money damages not exceeding $6,000 in the district and most city courts, and $3,000 in the town and village justice courts, and to jurisdiction over summary proceedings for the recovery of real property. Each court also has jurisdiction over small claims, as discussed below. The criminal jurisdiction of these courts is identical to that of the New York City Criminal Court.

Small Claims. Each town, village, city, and district court has a small claims part where money claims not in excess of $1,000 may be heard and determined in accordance with more informal court procedures. There are special jurisdictional requirements which must be met before a suit may be brought in a small claims part. If suit is brought in a town or village justice court, the defendant must reside or have an office for the transaction of business or a regular employment within the municipality in which the court is located; if brought in a city court, the defendant must reside, have an office or be regularly employed within the county in which the court is located; and if brought in a district court, the defendant must reside, have an office or be regularly employed within the county or, if the district embraced by the court is only part of a county, within that district.

With respect to small claims in district, town, village, and city courts, the Chief Administrator of the Courts assigns the times, places, and judges for hearing of small claims. Small claims must be heard at least one evening each month in each court unless the Chief Administrator authorizes otherwise. The Administrator also establishes rules regulating practice and procedure in hearing small claims. Such rules must facilitate a simple, informal, and inexpensive procedure for prompt determination of small claims.

Small claims are commenced when the claimant pays a $2 fee. Service of a summons and pleading is not required. Instead, the claimant must state the cause of action to the clerk, who reduces it to a con-

cise written form and records it in a docket. The notice of such claim must be sent at the claimant's expense by registered mail return receipt requested, to the defendant at the defendant's residence if the person resides within the county or at the defendant's office or place of regular employment within the municipality if the person does not reside within the county. Such claims must receive an early hearing and determination.

Small claims hearings must be conducted in such a way as to insure substantial justice between the parties according to the rules of substantive law. The parties are not, however, bound by statutory provisions or rules of practice, procedure, pleading, or evidence.

No corporation (except a nonpublic corporation, public benefit corporation, or school district) and no partnership or association may institute a small claim in a town, village, or city court. A corporation may, however, be sued as defendant in a small claims part. As an exception to the general rule that a corporation may not appear in court except when represented by counsel, an officer of a corporation may appear in the defense of any small claim brought by an individual who is a shareholder who owns not less than one-third of the issued shares of voting stock or in the case of a corporation having no more than 10 holders of voting stock, all of whom are individuals.

-74-

Court Financing

Effective April 1, 1977, New York adopted a unified court budget system. Under this system the state took over the entire noncapital cost of the operation of all courts and court-related agencies of the unified court system, except town and village justice courts. A single court budget is submitted to the Executive and the State Legislature.

The enabling legislation provided that this system would go into effect gradually, over several fiscal years. While the state would pay the full cost of the court system in the first instance beginning April 1, 1977, it would charge back to each county and city a portion of that cost in each succeeding fiscal year. The Legislature would determine the amount of this chargeback before each succeeding fiscal year. But from April 1, 1980, on, the state would bear the entire cost of the court system, without any reimbursement from the localities.

Disciplining of Judges

Effective April 1, 1978, new constitutionally mandated procedures for the disciplining of judges were established. A Commission on Judicial Conduct, comprised of 11 persons selected from the com-

munity by the Governor, the Chief Judge of the Court of Appeals, and the leadership of the Legislature, has primary responsibility for the investigation and initial determination of complaints against judges. The Commission may determine that a complaint has no merit and dismiss it, or, if it determines that the complaint has merit, it may admonish, censure, remove, or retire the judge involved. The Court of Appeals may review all determinations.

The Constitution authorizes two other methods by which judges guilty of misconduct may be removed from office, both of which require action by the Legislature: removal by impeachment and removal by concurrent resolution of the Senate and Assembly. Neither method is frequently used.

Court Administration

Effective April 1, 1978, the structure of court administration in New York changed considerably. The principal features of the new system include:

- the appointment of a Chief Administrator of the Courts by the Chief Judge of the Court of Appeals, with the advice and consent of an Administrative Board of the Courts;
- central administrative direction of the courts by the Chief Judge and the Chief Administrator;
- approval by the Court of Appeals of statewide standards and policies governing operation of all courts which have been promulgated by the Chief Judge;
- approval by the Court of Appeals of a code of conduct for local court judges; and
- frequent consultation with the Administrative Board of the Courts in court management decisions.

-75-

The Chief Administrator has numerous duties. Among the most significant are: preparation of the judiciary budget, the establishment of terms and parts of court and the assignment of judges to them, labor negotiation with unions representing nonjudicial employees of the courts, and the recommendation to the Legislature and Governor of changes in laws and programs to improve the administration of justice and court operations. To assist in the performance of these duties, the Chief Administrator has established an Office of Court Administration staffed by lawyers and management experts. The Chief Administrator has also delegated responsibility to a cadre of administrative judges, each serving on a regional basis.

Activities:

1. Have students write examples of civil and criminal cases.
2. Field Trips to Grand Jury and Court Room; County Jail; City Police Station.
3. Guest Speakers - Probation Officer; State Police; Lawyer.
4. Word Search (on the following cards).
5. Password: Divide into teams of two, each team will challange another team of two. Give two lists of terms to each group. When members are giving clues, they may use their notes.
6. Write **Police Beat** (referring to Cortland Standard). Using the terms, have the students write a ficticious Police Beat. Each time a term is used, have them underline it. Terms will be used in correct content.
7. Simulation: Need of Justice Courts (SM #12)
8. A Day in Police Court - Role Play SM #13
9. Go Seconds - Skit SM #13

NOTES

RICFEWAOQVHVSLPIVDKEHCBLDSRSWR
YEIRYIFFPMJPPOSBLUMRUQODRFQBAC
SPCLINGATFIJZTFMVYOWPARNCTRULR
XFWOGFIVTIASNWGYSYDPFEWGMUZLLI
HTXZGCABRZNEDSPXPCKVPAWBISTYNM
LMYPQNTMGOMMDEWRJSPVXQYZTLFFHI
WESXXMIWINBAILMRYOUTHOFFENDERN
ORKVOYFZGLIFWCYEJXROEATOVIXNPA
OOUOHARIALYKXVETAGJJLQBPEIDJGL
ZNPZNCAUZNXCOWSYINDICTMENTUIWL
PAVFKRZLJMCIOOOGBWOGFNECYUVTQA
XIAORNOHJDRESUBWAQIRNOITABORPW
HWDARUJMNONCTTRHZHORXUCKJYXEEL
UIAMJFGLQGYAJKETICKXOAJFFMNSPT
XDEUBWWUCRSERSBIVQKYRHDJESJXGR
TUQMJBYUCODYHGMWGOGOYSZESLDGIP
JNFYUEZEYEBEMPXAMMCUVESLTTOCLT
CUAESAELERRZVWPZLGBDYCTZPSANWY
GYVDKXFGFIUPDTTHHIJFMAALRWNKYN
JJLENDPBFOIPXTTJJTPRTHTPMAQBWI
NJGWNERFGNINIAGRABAELPTENLLIPB
WOZZGIFASEKFERWSRQWIJIOKULWEOI
HDLWWBLEOMVJUQSKGVCVEXRSNIPADJ
WICNHYBEDKBUAMHNZJCGRXNXNVLFNQ
OJLQSEHFBLGAJHRYQWZQSOEVJIPNUQ
RRLMYPRCYFJSLVUIJWWTYXYLKCUGJB
EAAAVKBURCBBLYYYIJSJNAONDDYZFV
UWDJWCDGHZFWKQBHGFUYTFUYIONNDK
UYWTONOLREDNEFEDCILBUPKMOMNVMT
SHFBAGHPYKOUQMRWJCEOMCQSPGUMIJ

There are 21 words here - can you find them? Here are the words to look for: **ARRAIGNMENT, BOOKING, CRIMINALLAW, DISTATTORNEY, FELONY, INDICTMENT, MISDEMEANOR, PLEABARGAINING, PUBLICDEFENDER, RELEASE, YOUTHOFFENDER, BAIL, CIVILLAW, DEFENDANT, FAMILYCOURT, GRANDJURY, JUVENILE, PINS, PROBATION, RECOGNIZANCE, SHERIFF**

R.....
.E.....M.....C
..C.....I..T.....R
...O.F.....SN.....I
....G.A....ED.....M
.....N.MG.M..E.....I
.....I.INBAILM.YOUTHOFFENDERN
.....Y.ZGLI....E.....A
.....RIA YK....A.....L
.....AU.N.CO...INDICTMENT...L
.....R..J.C.OO....O.....A
....R....D.E.UB....RNOITABORPW
...A.....N...R.....
.....A...T.....F.....
.....RS.....D.E.....
T.....HG.....I..L....
JN.....E.....S...O...
.UAESAELERR.....T....N..
..VD.....I.P.....A..W..Y.
...EN...F.I.....T..A....
....NE.FGNINIAGRABAELPT..L....
.....IF.S.....O..L....
.....LE.....R..I....
.....ED.....N..V....
.....E..I....
.....Y..C....
.....
.....
.....REDNEFFEDCILBUP.....
.....

FINANCES AND BUDGETING

General Objectives: To examine the major functions of local governments and the formulation of a budget and its allocations of funds.
Pertinent Information: The county and town fiscal year runs from January 1st to December 31st. Village fiscal years vary.

Sources of revenue for local governments generally are received from: property taxes; state and federal aid, state sales tax, licenses and fees.

The distribution method of the county's share of the New York State sales tax is decided by a resolution of the County Legislature. Of the 7% sales tax, the state retains 4% and the county receives 3% (See SI #14).

Cities, towns, and villages have the right to receive their portion of sales tax revenues in the following manner: 1) in cash; 2) applied to reduce their share of the County Real Property Tax Level; 3) a combination of the two.

All budgets must be presented before a public hearing before approval.
Vocabulary: 1. Assessor 2. Audit 3. Capital Expenditures 4. Equalization Rates 5. Exemptions 6. Expenditures 7. Federal Grants 8. Fiscal Year 9. Levy 10. Mandated Programs 11. Operational Expenditures 12. Priorities 13. Public Hearing 14. Real Value 15. Revenue 16. Revenue Sharing 17. Tax Rate 18. Tax Roll 19. Taylor Law 20. Transfer of Funds 21. True Value
Activities:
1. Word Search Puzzle (See following cards)
2. Cutting a Budget - Students are given a simplified list of budgetary items pertaining to either a city, county, town or village. Their job is to cut some of the items from the budget. Teacher discretion may be used

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in setting up this exercise, as you may want to include figures for a higher grade level. (Student hand-out follows.)
3. Figuring Real Property Taxes

REAL PROPERTY TAXES

Figuring the Tax Rate

Suppose a town has a total assessed value of $25,000,000. It must raise $500,000 to provide services.

Total amount to be raised	$500,000.00
Total Assessed vlaue	$25,000,000.00
Tax rate for #1 of property ($500,000/$25,000,000)	$.02
Tax rate for each $1,000 of property ($.02 X 1,000)	$20.00

Figuring Your Tax

Assume that your family owns a home assessed at $20,000.

Value of your property	$20,000
Tax rate	$20 per thousand
Total tax your family pays	$20 X 20, or $400

Try a Problem

a. Your town needs to raise $45,000. The total assessed value of property is $15,000,000. What is the tax rate?
b. Your family's home is assessed at $8,000. According to the tax rate you have just calculated, what is the total tax your family must pay?

4. Reviewing Local Budgets - Teachers may want to examine local budgets (county, city, school, town or village) and discuss with the class how monies are being allocated. Copies of budgets may be obtained from local offices. Teachers may refer to the Cortland Standard in December when articles relevant to county budgets are published.

NOTES

UNIT: GOVERNMENT

BUDGET CUTS

NAME: _____

PERIOD: _____

CUTTING A BUDGET

City governments must do many things for people. Most of these services are paid for by city property, income, or sales taxes. These days, many cities must cut back on their services because of money problems. Which services should be kept? Which should be dropped? You decide.

Here is a list of 20 things a city government may do. Because of money problems, the city must drop seven (7) of these services. **Read the whole list first.** Then put a check mark (✓) next tothose items that would be best to drop. On the back, give a brief explanation why that item is not too important to keep.

Last, number from 1-5 those items which you feel are the most important to keep (#1 being the most important, etc.) No explanation is needed for these.

A. Clean the Streets ___

B. Offer police protection ___

C. Issue parking tickets ___

D. Give driver's tests ___

E. Issue pet licenses ___

F. Collect garbage ___

G. Publish a city hall newsletter ___

H. Put up holiday decorations ___

I. Keep parks and playgrounds clean ___

J. Add new rooms to school buildings ___

K. Give money to support libraries ___

L. Sponsor parades ___

M. Give money to support the zoo ___

N. Remove snow from the streets ___

O. Carry on welfare program for the poor ___

P. Issue hunting and fishing licenses ___

Q. Build new firehouse ___

R. Sponsor high school basketball tournament ___

S. Run a comsumer department for shoppers ___

T. Hire people to direct traffic ___

CBLDSRSWRYIRYIFFPJPPOSBLUMRUQODR
FFQBASPLINGATFJZFMVYOWPARNCTRULF
XEFWGIVTIAWGYSYDSPFEWGMUZLLHTXZU
CBDRPZNSPXPCKVPNAWBISTYNLMYPQTON
MDWERUJSPVYXQYOZTLFFHWESXXMWRORD
WKVORFBFWCVYJIXROEATOVIXNPOOUOHA
AALXVAELNTEGTSEUNEVERJJLQBPEIDJC
GZLNPZLNIOLACLXWOPERATIONALEXPSC
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GFNEOCYURRHTVTQXIAONOHJRISWAQIHU
WDRUJLMNPAREALPROPERTYOCTDTHZHON
RXUCKJYOYXNEAZELUIAMJFGLQGUYJKET
ICKXOARAJFMTNRISERUTIDNEPXEASPTI
XDEUBPWWTUCRSSILEBIVQKYRXHJSJXGN
SRUQPMJBYTUCODYNAMWGOGOYRESESDGG
INPAFYUERZEYEBMPGUXAMMCUEVMRLTTC
FLOTCZVUQPZALGBDYCQZPSAWVYGPYKXF
GIFIUDETTHSTAXRATEHEIJFMEALRTNKN
JJSLTVDPBSOPREULAVLLUFXTNHSJJITP
RTHCAAPMEQBWIANJGWRENLIPUBEWOZOZ
GAELAKISFERWSRNQWIJIKUWEEOIIHDLN
WWUBOLSTMECIVRESDETADNAMSVTJUQSK
GEVCVOYEOXSNPADJFWICNHYBHBIKBUAM
HNZJRCGERGXXNLFNQEOJLQSUAERHFBLG
AJHRYQWZAQESOVJPNURQRRLDRMOYPRCY
FJSLVUIJWRWNTYXLKUGOJBEGIAIAAVKB
URCBBLYYYIJSJNAONDDYFZFENVRUWDJW
CDGHZFWKQBHGFUYTFUYIOFNTGNPDKUYW
TONOLKMOMNVMTSHFBAGHPYUKOUQMRWJC
EOMCQSPGUMIJBMIGJKKNNWFNJFIYSNYC
LBNFWZUFSESNEPXELATIPACODFVNDYYB
RVPSSYFYYBKUKOCIBYFEWZIPRSOFYFIG

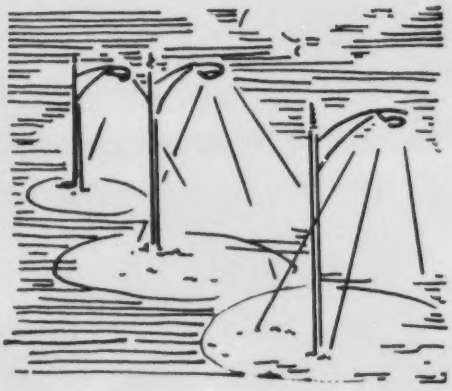
There are 26 words here - can you find them? Here are the words to look for: **APPROPRIATIONS, AUDIT, CAPITALEXPENSES, EXEMPTION, FEDERALGRANTS, FULLVALUE, LEVY, NEGOTIATIONS, PRIORITIES, REALPROPERTY, REVENUESHARING, TAXRATE, TRANSFEROFFUNDS, ASSESSOR, BUDGET, EQUALIZATION, EXPENDITURES, FISCALYEAR, FUNDACCOUNTING, MANDATEDSERVICE, OPERATIONALEXPS, PUBLICHEARING, REVENUES, SALESTAX, TAYLORLAW, TRUEVALUE**

.....
F.....F
.E.....S.....U
..D.P.....N.....N
...E.U....Y....O.....D
W...R.B...V..I.....A
.A...A.LN.E.TSEUNEVER.....C
..L...L.IOLA....OPERATIONALEXPSC
...P...G.CISALESTAX....T.....O
....O...RRHT.....I.....U
.....L..PAREALPROPERTY...D.....N
.....YO..N.AZ.....U....T
.....RA...T.RISERUTIDNEPXEA...T
.....P..T...S.IL.....X.....N
S...P....T.....NA.....RE.....G
.N.A....R.....GU.....E.M.....
F.O....U...A.....Q.....V..P....
.I.I..E...STAXRATE.E....E...T...
..S.TV...S..REULAVLLUF..N.S..I..
...CAA.E....A.....U.E...O.
...LA.IS.....N .....E.I....N
..U..LST.ECIVRESDETADNAMS.T.....
.E...OY.O.....F.....BH.I.....
....R..E.G.....E.....UA.R.....
.....A.E.....R....DR.O.....
.....R.N.....O...GI.I.....
.....F..EN.R.....
.....F.TG.P.....
.....U.....
.....N.....
.....SESNEPXELATIPAC.D.....
.....S.....

SPECIAL DISTRICTING

General Objective: To examine the special purpose units of local government and the single service they deliver.
Pertinent Information: See following descriptive cards.
Vocabulary: 1. Authority 2. B.O.C.E.S. 3. Contracting 4. Educational District 5. Fire District 6. Public Authority 7. Sewer District 8. Special District 9. Usage Fee 10. WaterDistrict
Activities:
1. Interview - Have student(s) questiona special district commissioner. See S.M. #6.
2. Word Search Puzzle - See zoning unit.

SPECIAL DISTRICTS



Special districts are administrative units, usually of a county or town, and are not considered units of local government in New York State. They are established without general government powers for the purpose of providing specific improvements or performing specific services within the district, such as water supply, sewage disposal and street lighting. Special districts enable municipalities to levy taxes and assessments for capital improvements and maintenance and operation on those who receive directly the benefits of such services, without imposing financial obligations upon taxpayers outside the area served. There are more than 5,100 special districts in the State.

In some cases, two or more municipalities participate in the operation of district facilities. Local variations in the extent of benefits received, debt structure and tax burdens must be considered in developing workable formulas for such cooperative ventures.

There are a few remaining special districts, most on Long Island, which are administered by independent boards of commissioners, rather than by town officials. Since 1932, however, the creation of special districts with independent boards has been forbidden.

In recent times, county special districts have been used increasingly in New York for water and sewer purposes. Under the County Law, any combination of towns, villages and cities within the same county may seek the formation of a county district to provide water, sewer, drainage or refuse disposal services. The county district offers a device by which a service area can be broadened beyond the boundaries of a single municipality, without covering the entire county.

FIRE DISTRICTS

The fire district in New York State is, in a sense, a "special" kind of special district. Although fire districts are created under the Town Law—as are most other types of service districts—they have the legal status of "district corporations," which most districts do not have. Because of this status, which derives from the fact that they may contract debt and require the municipalities within which they exist to levy taxes on their behalf, fire districts are treated as local governments. There are more than 800 such districts in New York State. Fire districts are governed by five elected fire commissioners, one of which is elected each year for a term of five years.

Since towns have no authority to provide fire protection as a town service, a fire district or fire protection district is normally established by the town board to provide this service in the areas of towns outside of villages. There is an important distinction between fire districts and "fire alarm" and "fire protection" districts. Fire alarm and fire protection districts are administrative units of town government and have no independent authority to contract debt or require the levy of taxes. Fire protection and fire alarm districts exist primarily to contract with a municipality or fire district for their services. There are very few fire alarm districts in New York State.

Fire districts and fire protection districts share one important characteristic with school districts: they are not limited to the boundaries of any one municipality. Fire districts may cross town and village lines and may even extend across county lines. They may not, however, exist within cities.

SCHOOL DISTRICTS

Just as the entire area of the State is divided into counties, and the counties into towns and cities, so the entire area of the State is divided into school districts. The boundaries of these districts, however, do not necessarily coincide with town, city, village or even county boundary lines.

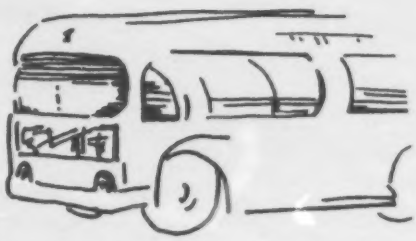
School districts are governed by elected boards of education, except for a few cities in which the members of school boards are appointed.

School districts generally provide elementary and high school education. Except in cities over 125,000 (New York, Buffalo, Rochester, Syracuse and Yonkers) they are fiscally independent of cities, towns or villages in the areas in which they function. At the present time, there are fewer than 750 operating school districts in the State. This number has been drastically reduced over the last 40 years as a result of a massive reorganization of school districts.

Boards of Cooperative Educational Services (BOCES) can be formed by majority vote of the members of local school boards within a supervisory district. BOCES make it possible for a number of school districts to pool resources for specialized services, such as classes for handicapped persons and vocational courses.

PUBLIC AUTHORITIES

The public authority is another device used in some areas of the State to provide services which might otherwise be provided by a local government. These authorities, classified as public benefit corporations, are created by the State Legislature for specific purposes, such as the provision of water, sewage service, housing, parking facilities and airports. The service area of a public authority may extend into more than one county.



There are two types of public authorities in New York State. The most common are those established within one unit of local government to provide a service such as parking or housing. Second, there are state or regional authorities, which often encompass several counties. Many of these have responsibility for transportation services. There are about 30 regional or statewide, and more than 300 local public authorities in the State today.

NOTES

ZONING AND PLANNING

General Objective: to show that regulation of land use has become one of the functions of local government that has the most affect on individual citizens.

Pertinent Information - Although their daily lives are governed by a myriad of laws, promulgated and enforced by all levels of government, most people usually do not feel their influence. The issue of zoning or land use, however, is a different matter. Communities, neighborhoods, and individual homes and businesses are directly affected, as we can see not only in newspaper coverage of zoning matters, but in the sound and fury of public hearings concerning zoning matters.

Zoning in the United States began in the last century and the first zoning ordinance was passed in New York City in 1916. Zoning reflects reaction to the constantly changing course of events and hopes and aspirations for the future of family, community, and environment..

The power of government to control use of private property is an exercise of police power. It must, therefore, be used within certain limits and never arbitrarily. One limit on zoning (divisions of a municipality where restrictions are placed on land use by ordinance orlocal law) is that it must be done in accordance with a comprehensive plan. Therefore, planning must be shown in conjunction with all zoning ordinances or regulation.

Vocabulary: 1. Code Enforcement Officer 2. Eminent Domain 3. Environmental Impact Study 4. Master Plan 5. Permit 6. Planning 7. Planning Board 8. Site Plan 9. Site Plan Review 10. Spot Zoning 11. Zoning 12. Zoning Board of Appeals 13. Use Variance.

-95-

Activities:

1. Word Search Puzzle - See Puzzle on upcoming cards.
2. Interview - Code Enforcement Officer; every municipality has a person who performs this function. They cannot only explain the process but also give specific incidents or cases to clarify the ideas for your students. It woiuld be good to prepare a list of questions from students before the interview and sent it to the officer so that s/he will be prepared. Be sure to give a guideline of what you expect from the officer so that you won't be disappointed. Prepare your students with questions if necessary. Also, provide your students with some means of analyzing the results of the interview (See interview analysis sheet S.M. #6).
3. Simulation [Role Play] - Ideas for this activity can be found by reading the localnewspaper reports of Planning Board and Zoning Board of Appeals Meetings. Students can be assigned roles of Board Members, petitioner, and citizens in support or against granting approval of variance. You may also with to have members of your class attend these meetings to get an idea of what they are like. A discussion could follow on the limitations of property owner's rights to use property as desired. You might also discuss why there is a need for zoning.
4. Writing a regulation - Students should be shown examples of zoning regulations. They can be obtained from city, town or village offices at a small fee. They may even be willing to copy small sections of ordinances for you. A list of problems should be compiled such as: excessive noise, excessive traffic, offensive odors, unkept buildings and grounds, need for fences, etc. Have students select one problem and write a regulation to try and solve the problems. These regulations should be read and discussed. Is the regulation too harsh? Can it be effectively enforced? Will it solve the problem or create more problems? This activity can also be done in small groups.

-96-

BICFEWAOQVHVSLPIVDKEHCBLDSRSWRYI
ROYIFFPJPWPOSBLUMRUQODRFQBASPLIS
NGAATFJZFMABYOWTPARNCTRULXFWGIVE
TIARWEGYSYDTPFSEWGMUZLLHTXZCBRZW
NSPXDPMCKVPAEIWBISTYNLMYPQTOMDWE
REJSPOVIXQYZDRTLFFHWESXXMWRORKVR
OFEFWCFYNJXNRODEATOVIXNPOOUOHALD
XVEFTGGAJEOJLQBICODEENFORCEMENTI
PEIDEJNGPINZNPZNSPERMITCZXWSYUIS
WPAVFGKITPZTLMIOGTBWGFNECYUVTQXT
IAONOHAATJERDSWAQIRHWDRUJMNOCTTR
HZHORXCSUCCAKOPLANNINGBOARDJYXEI
ELUIAUMJUFAGLLMQGYJKCEICKXOAJFMC
NSPTDXDEUBWRWSUACRSEBTIVQKYRHJST
TTNEMNORIVNETJXGIRUQMJBYSZUCODYM
WCGOGOYSESDGINPFYNUEZEYEIBOMPXAM
MCIUVRLTTCLTCZOVWPZLGBSDTYCNZPSA
AWYRGYKXFGFUDTTCHHIJFIMAELRNIKNJ
JULDTECNAIRAVPBOPXTHTJJTPPGRTNHP
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NDDYZFVUWDJWCDGHZFWKQBHGEFPUYTFU
YIONNDKUYWTONOLKMOMNVMTSWHSFBAGH
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WFJFIYSNYCLBNFWZUFOFVNDYYBRVPSSY
FYYBKUKOYTIROHTUACILBUPCIBYFEWZI
PROFYFIGTSILNBIIKBVKHILKFRAKLBGU

There are 21 words here -- can you find them? Here are the words to lood for:
AUTHORITY, BOCES, CONTRACTING, EMINENTDOMAIN, FIREDISTRICT, PLANNINGBOARD, SEWERDISTRICT, SITEPLANREVIEW, SPOTZONING, VARIANCE, ZONING, BOARDOFAPPEALS, CODEENFORCEMENT, EDUCATIONDIST, ENVIRONMENT, PERMIT, PUBLICAUTHORITY, SITEPLAN, SPECIALDISTRICT, USAGEFEE, WATERDISTRICT

B.....
.O.....W.....S
..A.....A....T.....E
...R.E.....T..S.....W
....D.M.....EI.....E
.E...O.I....DR.....R
..E...F.N..N..D.....D
...F.G.A.EO....ICODEENFORCEMENTI
....E.N.PIN.....SPERMIT.....S
.....G.ITP.T.....T.....T
.....AAT.E.D.....R.....R
.....CS.C.A.OPLANNINGBOARD....I
.....U..U.A.L.M.....C.....C
....D.....R.S.A.....T.....T
TTNEMNORIVNET...I.....SZ.....
.C.....N...N.....I.O.....
..I.....O.....S.T..N...
A..R.....C.....I..E...I...
.U..TECNAIRAV.....T...P.G..N..
..T..S.....B.....E....L.N...G.
...H..I....O.....P.....A.I.....
....O..D.TCIRTSIDLAICEPSN.N.....
.....R..EE.....A.....R.O.....
.....I.SR.....N.....E.Z.....
.....T..I.....V.T.....
.....Y..F.....I.O.....
.....E.P.....
.....W.S.....
.....
.....
.....YTIROHTUACILBUP.....
.....

POLITICAL PARTY STRUCTURE
AT THE LOCAL LEVEL
IN CORTLAND COUNTY

General Objective: To comprehend the functions and power structure of the two major political parties in Cortland County.
Pertinent Information - Each of the two major political parties has a County Chairperson (no salary for local party positions). Each political party has committee people for each legislative district and for each city ward. They may also have a city Chairperson. The County Chairperson usually has the most power in the local party structure. In addition to the committees, each party has an executive committee composed of select members. Party activities include: selecting candidates; voter registration; organizing volunteers during campaigns; small contributions for party candidates; advises candidates on campaign strategy; organizes fund raisers; helps develop issues. See also: S.I. #'s 3, 7 and 8.
Vocabulary: 1. Absentee Ballot 2. Caucus 3. Committee Person 4. County Chairperson 5. Petition 6. Political Party 7. Primary 8. Slate 9. Third-party 10. Two-party System 11. Voter Registration
Activities:
1. Questionnaire - Have the students write a response to the following questions. Then follow with a class discussion. A) What are the advantages and disadvantages of belonging to a political party? B) Do you have to belong to a political party to vote? C) How does one register to vote?
2. Show the class a voter registration form and absentee ballot form. Explain the purpose of each and when they must be used.

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3. Movie: **Political Parties** (BOCES).
4. Speakers: Any active party person. County chairperson, committee people, etc. Call party headquarters for duggested names.
5. Word Search Puzzles - See following cards (NOTE: Puzzles marked "A" are more advanced).

ILUVQNSTBSFICDPDLWOPVNNYU
ACFHEXERICFERWAOQVHVSLPIT
VDAKEHCBLDSIRSWRYIRYIFFPH
JPPNOPSBLUAMRUQODRFQBASPI
LINGDAETFHJZFMVYOWPARNCTR
RULXFIWTCGTWOPARTYSYSTEMD
IVTIAWDYIGYSYRDPFEWGMUZLP
LHTXZCTABTPRIMARYRZNSPXPA
CKVPANWBTIISTYNTLMYPQTOMR
DWRJUSPVXEQOYZTLISLATEFFT
HWEOSXXMWRORNKBOFFFWRCYJY
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SYUIWPAVFSKZLMIOGBWGIFNEC
CYUVTQXIAOENOHJRSWAQSIHWD
RAUJMNOCTTHNZHORXUCKTJYXE
ELUUIAMJFGLQTGYJKEICRKXOA
JFMCNCOMMITTEEPERSONASPTX
DEUBUWWUCRSEBIEVQKYRTHJSJ
XGRUQSMJBYUCODYBMWGOIGOYS
ESDGIPFYUEZEYEBMAPXAOMMCU
VRLTTCLTCZVWPZLGBLDYNCZPS
AWYGYKXFGFUDTTHHIJLFMALRN
KNJJLPOLITICALPARTYODPBOP
XTHJJTPRTHPMQBWINJGWTRENL

There are 13 words here - can you find them? Here are the words tollok for: **ABSENTEEBALLOT, CAUCUS, COUNTYCHAIR, POLITICALPARTY, RATIFY, SLATE, TWOPARTYSYSTEM, CANDIDATE, COMMITTEEPERSON, PETITION, PRIMARY, REGISTRATION, THIRDPARTY**

POLITICAL PARTIES
(Answer Key)


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.........................
.C.........R............T
..A.......I.............H
...N.P....A.............I
....D.E..H..............R
.....I.TC.TWOPARTYSYSTEMD
......DYI....R..........P
......TA.TPRIMARY.......A
.....N..T.I....T........R
....U....E.O....ISLATE..T
...O........N....F..R...Y
..C....A..........Y.E....
........B............G....
.........S...........I....
C.........E.........S....
.A.........N........T....
..U.........T.......R....
...C.COMMITTEEPERSONA....
....U.........E.....T....
.....S.........B....I....
...................A...O....
...................L..N....
....................L.....
.....POLITICALPARTYO.....
.....................T....
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DJWICNHYBNKBUAMHNZJCGRXXN
LFNQOJLQSEOHFBLGAJHRYQWZQ
SOVJPNUQRRLSMYPRCYFJSLVUI
JWWTYXLKUGJBRYEAAAVKBURCB
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URONNDKUYWATONOELKMOMNVMT
CISHFBAGHPPYKOUQEMRWJCEOM
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SHFIYSNAYCLMETSYSYTRAPOWT
BCNFWZCUTFOFVNDETADIDNACY
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ETWSTRZIPRLOFYFIGTSILMNBI
INKILBEVKHILTHIRDPARTYOLK
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NONJUHTNIGRDQBHRUGYIPRQNJ
PCDKGNEEUSTWAQEHHENTRMNEB
FOPDVDOJRSTIUUNEMRKCIPVUB
MBNZTAPAATARMRBFTSXJMGJCS
RRIWRQTNDJVHAVYKQNGRABFOB
MPJUOIQIIKTBITBYZZECRZSEO
YSYLFFUVCTNQIJIJXXLSYQUSI
DQAYZOFVWCFIIOHORKBHBNVBU
EMSVEKNKWJGFKNRSNGIRCARSD
MQAQVMMDFVXDVPHMLQKFAMNRX

There are 13 words here - can you find them? Here are the words to look for: **CAUCUS, ABSENTEEBALLOT, COUNTYCHAIR, POLITICALPARTY, RATIFY, SLATE, TWOPARTYSYSTEM, CANDIDATE, COMMITTEEPERSON, PETITION, PRIMARY, REEGISTRATION, THIRDPARTY**

POLITICAL PARTIES "A"
(Answer Key)

.....N.....
.....O.....
.....S.....
.....RY.....
C.....TE.....
A.....R..P.....
UR.....A....E.....
CI.....P.....E.....
AU.....L.....T.....
SH.....A...METSYSYTRAPOWT
.C....C.T.....ETADIDNAC.
.Y...I...O.....M....
.T.STR....L.....M...
.N.IL.E....LTHIRDPARTYO..
.UL..A.G....APETITION..C.
.O....T.I....B.....P....
PC.....E.S....E.....R....
.....R.T....E....I....
.....A...R....T...M....
.....T.....A....N..A....
.....I.....T....E.R....
....F.....I....SY....
...Y.....O....B....
.....N....A...
.....

POLITICAL CAMPAIGN TECHNIQUES

General Objective: To explore the various methods and techniques used to persuade voters to vote for a certain candidate.
Pertinent Information: Various campaign methods include:bumper stickers, posters, yard signs, billboards, newspaper ads, leaflets, television, radio and direct mail. The spot commercial is the most common advertising method used on television and radio. These are usually 30 to 60 seconds long commercials designed to appeal to voters' emotions. Filmed documentaries are also created for television. These films portray the candidate's best qualities. Propaganda techniques used to influence boters include: name-calling, glittering generalities, transfer, testimonial, plain folks, card-stacking and bandwagon.
Vocabulary: 1. Bandwagon 2. Card-stacking 3. Direct Mail 4. Ethics 5. Glittering Generalities 6. Issues 7. Name-calling 8. Palm Card 9. Plain Folks 10. Platform 11. Propaganda 12. Spot Commercial 13. Testimonial 14. Transfer.
Activities:
1. Write a brief political ad using each of the propaganda techniques. They may do this individually or as small groups. After these are written, you may want them to read the ads to the class and have the class guess which technique is being used.
2. Using a cassette player, have the students compose radio ads as if they were real candidates for a local office. You may want to play back the ads to the entire class. This would allow for excellent class discussion.
3. Collage of local campaign material (possible homework assignment).

4. Prepare bulletin board on local campaign as they actually happen.
5. Scrapbook - Have eachstudent keep a scrapbook on a majorlocal candidate. Students may conclude with impressions, interpretations, etc. This assignment should be given in September.
6. Essay - List the advantages of Direct Mail.
7. Make a Palm Card - A) Have the students bring in samples of palm cards B) Discuss the purpose of the palm card C) Have students create their own. Once again, have them behave as real candidates for a local office [Use 3 X 5 index cards].
8. Organize a local campaign - Divide the class into four groups; assign them to a major political party (two republican and two democratic groups). Give each group different amounts of campaign money. Theymust turn in folders with the following information: list of how they spent their money, using exact figures (Ex. If they use radio ads, have them call the radio station for pricing, etc.); samples of all campaign literature with explanation of rationale for use; copies of speeches. This will probably take a minimum of one week.
9. Attend "Meet the Candidates."
10. Word Search - See following cards (NOTE: Puzzles marked "A" are for advanced students).
11. How to Write a Press Release. See SM #15.

QNSTBSFICDPDLWOPVNNYUAFHE
XERICFEPWAOQLVHVSLPIVDKEP
HCBLDSRSLWRIYIRYIFFPJPPOR
SBLBUMRUQAAODRFQBASPLINGO
ATFJAZFMVMIYOWPARNCTRULXP
FWGIVNTITAWNCARDSTACKINGA
GYSYDPDCFREWFGMUZLLHTXZCG
BRZNSPEWPLATFORMXPCKVPAWA
BISTYRNLAMYNPQLTOMDWRJSPN
VXQYIZTLFGFHSWEKISSUESSXD
XMWDRORKVOOFFFWCSYJXROEAA
TOVIXNPOOUONHAELXVETTGJJL
PQBPEIDJGZNPZNCRZXWSEYUIW
PAAVFKZLMIOGBWGFNECYSUVTQ
XILAONOHJRSNWAQIHWDRTUJMN
OCTMTHZHORXUACKJYXEEIELUI
AMJFCGLQGYJKEMICKXOAMTJFM
NSPTXASPOTCOMMERCIALOHDEU
BWWUCRRSEBIVQKYCRHJSNIJXG
RUQMJBYDUCODYMWGAOGOICYSE
SDGIPFYUEZEYEBMPXLAMASMCU
VRLTTCLTCZVWPZLGBDLYLCZPS
AWYGYKXFGFUDTTHHIJFIMALRN
KNJJLDGENERALITIESPBNOPXT
HJJTPRTHPMQBWINJGWRENGLIP

There are 14 words here - can you find them? Here are the words to look for: **BANDWAGON, DIRECTMAIL, GENERALITIES, NAMECALLING, PLAINFOLKS, PROPAGANDA, TESTIMONIAL, CARDSTACKIN ETHICS ISSUES, PALMCARD, PLATFORM, SPOTCOMMERCIAL, TRANSFER**

.....
.....P....L.....P
.....L..I.....R
...B.....AA.....O
....A....MI.....P
.....N..T..NCARDSTACKINGA
.....DC.R..F.....G
.....EWPLATFORM.....A
.....R..A..N..L.....N
....I....G..S..KISSUES..D
...D.....O..F..S.....A
.....N..E.....T....
P.....R....E....
.A.....S....
..L.....N.....T....
...M.....A.....IE...
....C.....M.....MT...
.....ASPOTCOMMERCIALOH...
.....R.....C....NI...
.....D.....A...IC...
.....L..AS...
.....L.L....
.....I.....
.....GENERALITIES..N....
.....G...

HYBGKBUAMHNZJCGRXXNLFNQOJ
LQSEEHFBLGAJHRYQWZQSOVJPN
EUQNRRLMYPRCYFJSLVUIJWWDP
TTYEXLISSUESKUGJBEAAAVILK
HBURPRCBBGNIKCATSDRACRALY
IYYARIJTSJNAONDDYZFVEIUWD
CJWLOCDEGHZFWKQBHGFCNUYTF
SUYIPIOSNNDKUYWTONTFOLKMO
MNVTAMTTSHFBAGHPYMOKOUQMR
WJCIGEOIMCQSPGUMALIJBMITG
JKKEANNMWNFJFIYIKSNYCLRBN
FWZSNUFOOFAVNDLSYYBSRAVPS
SYFYDYBNKPUMKOCIBYPFNEWZI
PROFAYFIIGLTESILNOBSIIKBV
KHILKFRAAKLABCGUTLFBVQNNJ
UHNGRDQLPHRUTGACYEIARQNJD
KGNEUTWAAQHHEFOLRNTNMNEBF
OPDVDOLJSIUUNMOMLRKDCPVUB
MBNZTMAPATAMMRBRFISWXJGJC
SRRICWRQNDJEVHVYMKNAQGRBF
OBMAPJUOQIRIKTBIBYZGZCZSE
OYRSYLFUVCCTNQIJJXXOLQUSI
DDQAZOFVIWCFIIOHRKBNHNVBU
EMSVEKNAKWJGFKNRSGIRCRSDM
QAQVMMLDFVXDVPHMLQKFAMNRX

There are 14 words here - can you find them? Here are the words to look for: **BANDWAGON, DIRECTMAIL, GENERALITIES, NAMECALLING, PLAIONFOL PROPAGANDA, TESTIMONIAL, CARDSTACKIN ETHICS, ISSUES, PALMCARD, PLATFORM, SPOTCOMMERCIAL, TRANSFER**

...G.....
...E.....
E..N.....DP
T..E..ISSUES.....IL.
H..RP....GNIKCATSDRACRA..
I..AR..T.....EI...
C..LO..E.....CN....
S..IP..S.....TF.....
...TA..T.....MO.....
...IG..I.....AL.....T.
...EA..M.N.....IK.....R..
...SN..O..A...LS...S.A...
....D..N.P.M.....P.M....
....A..I..L.E....O.S.....
.....A...A.C..T.FB.....
.....LP...T.AC.E.A.....
.....A.....FOLR..N.....
.....L..... MO.L..D.....
.....M.....M..R.I.W.....
....C.....E....M.NA.....
...A.....R.....G.....
..R.....C.....O.....
.D.....I.....N.....
.....A.....
.....L.....

PARLIAMENTARY PROCEDURE

General Objective: To familiarize the students with the basic operation of a public meeting using parliamentary procedure.
Pertinent Information: All information is explained in the booklet: The A B C's of Parliamentary Procedure. This is an excellent and easy to understand pamphlet. See S.I. #20.
Vocabulary: 1. Amended 2. Motions 3. Order of Business 4. Quorum 5. Reconsider 6. A Second 7. Vote.
Activities:
1. Situation activity - using the booklet, ask students "If you want to _____ how would you do it?
2. Use in Mock Legislation Session (in conjunction with Modes of Legislation for Local Government).

NOTES

GLOSSARY

ABSENTEE BALLOT - The form allowing one to vote when they are away from their legal voting districts. Used frequently by students who are away at college.

AD HOC COMMITTEE - A committee established for a special purpose as consideration of a specific issue, usually temporary because it ends once the specific job is completed.

AGENDA - A list of items to be discussed and often the order in which they will be brought to the floor.

AMEND - To change or alter the wording of a motion.

ANARCHY - The absence of government, political disorder, lawlessness.

ANNUAL SESSION - Meetings of the county legislature, beginning on the second Monday of November, to adopt a budget for the following year and conclude all business of the current year.

APPOINTMENT - The establishment of districts of equal population for the purpose of electing representatives to the legislature branch of government.

APPROPRIATIONS - A legislature's setting aside for a specific purpose a portion of the money raised by the government.

ARRAIGNMENT - An appearance in court for the purpose of hearing the charges filed against the defendant.

ASSEMBLY DISTRICTS - The political division of the State of New York for the Assembly. Cortland resides in the 122nd Assembly District.

ASSESSOR - A local official who evaluates real property for tax purposes.

AUDIT - An examination and review of a budget.

AUTHORITY - Having the legal permission or power to act.

BAIL - Money posted at the court to guarantee a defendant's appearance in court for trial, without the necessity of staying in jail.

BANDWAGON - Trying to create the impression that the majority of people you care about are for him.

BOARD OF COOPERATIVE EDUCATIONAL SERVICES [BOCES] - A New York State established organization for providing cooperative educational services to the local school districts within its supervisory area.

BOOKING - The procedure followed at the police station after arrest; obtaining information, photos, fingerprinting, etc.

BUDGET - A plan of financial activity.

CAPITAL EXPENDITURES - Expenses for objects that have a useful life of more than one year, such as buildings, trucks, etc.

CARD-STACKING - When candidates present only the facts that are favorable to them.

CAUCUS - A meeting of voters to choose delegates to a convention or candidates for public office./An informal sub-group of a large group such as a legislature or a convention.

CENSUS - The counting of the population every ten years.

CHARTER COUNTY - A specific type of county that provides for a chief executive for the county.

CITY - A municipality that is granted a charter by the state.

CITY CHARTER - The document which sets up the basic organization and functions of city government. City charters vary depending upon the city.

CITY COUNCIL - The legislative or law making body of the city government, made up of aldermen from each ward of the city.

CITY CLERK - Chief recordkeeper for the city government.

CITY JUDGE - Presides over the judicial branch of city government.

CIVIL LAW - Protects the individual in legal relationships with others.

COALITION - A combining of interest groups to increase political power.

CODE ENFORCEMENT OFFICER - Official of the city, town or village government responsible for enforcing codes and ordinances.

COMMISSIONER - Under the Commission type of city government, a person elected to administer an individual department of city government.

COMMITTEE OF THE WHOLE - When the chairperson relinquishes control and the legislature body acts as a committee, votes would not be official or binding.

COMMITTEE PERSON - The political party's leader in the neighborhood election district.

COMMUNISM - Advocates an economic system in which the land and the means ofproduction are owned by the community or government. In a communist country, the government can control the distribution of goods and the use of individual's labor.

CONGRESS - The legislative orlawmaking body of the Unites States government made up of the House of Representatives and the Senate.

CONGRESSIONAL DISTRICT - The political division of theState of New York for the United States House of Representatives. Cortland resides in the 25th Congretional District.

CONTRACTING - This is when the legislature enters into a legal agreement with another agency to provide services.

CORONER - An official who investigates violent or suspicious deaths to determine the possible commission of a crime.

CORPORATION COUNCIL - The legal advisor for the city and represents the city in legal actions.

COUNCILMAN [ALDERMAN] - A person elected to make laws for the city, also the same title isused for this position on the town level.

COUNTY - Originally a subdivision of the state that performed state functions. Now municipal corporations providing governmental services within its geographical area as well as performing state functions.

COUNTY CHAIRPERSON - The person with the most political influence in the party.

COUNTY CLERK - The official recordkeeper of the county.

COUNTY JUDGE - The person who presides over the judicial branch of county government.

COUNTY LEGISLATURE - The legislative or law making body of county government, made up of one legislator for each county legislative district.

COUNTY TREASURER - The chief fiscal officerof the county, responsible for revenues and expenditures of the county.

COURT OF APPEALS - The highest court of the judicial branch of New York State government.

CRIMINAL LAW - Deals with acts society deems harmful to public welfare.

DEFENDANT - The person accused of a crime.

DEMOCRACY - A government in which the supreme power is vested in the people and exercised by them directly or indirectly through a system of representation usually involving periodic elections; rule by the majority.

DICTATORSHIP - A form of government in which absolute power is concentrated in a dictator or a small clique.

DIRECT MAIL - Campaign materials which are sent directly to a voter. The material will be addressed directly to a person, making the voter think that the candidate sent the letter specifically for him/her.

DISTRICT ATTORNEY - Chief law enforcement officer of the county, chief prosecutor of the county.

EDUCATIONAL DISTRICT - This is a geographically designated area designed to provide educational service to its youth.

ELECTION DISTRICT - The geographic unit drawn to determine the location at which a citizen votes.

EMINENT DOMAIN - The right of government to appropriate private property for public use, usually with compensation.

ENVIRONMENTAL IMPACT STUDY - A study required by federal and state laws to accompany proposals for projects orprograms that might harm the environment.

EQUALIZATION RATE - A formula used to help determine the full value of a piece ofproperty. This rate is designed to counteract variations in assessment practices.

EQUAL PROTECTION - A constitutional requirement that government will treat people equally as stated in the Fourteenth Amendment.

ETHICS - Standards of fair and honest conduct.

EXECUTIVE - The branch of government whose function is to carry out laws.

EXEMPTION - Freedom from the general burden, duty, service or tax.

EXPENDITURES - The amount of money spent from a pre-determined budget.

FAMILY COURT - The county court responsible for juvenile offenders, adoptions and other family related cases.

FEDERAL GRANTS - Financial aid for special programs at the local level received from the federal government.

FELONY - A major crime punishable by over a year in prison.

FISCAL YEAR - The calendaryear of an operating budget; an accounting period of 12 months.

FIRE CHIEF - The official in charge of the fire department of the city, village, or special fire district.

FIRE DISTRICT - This is where several towns, villages or cities cooperate in establishing fire protection services for themselves.

FUND ACCOUNTING - All revenues go into special funds to be used for a specific purpose.

GERRYMANDER - To create unusually shaped political boundries or districts in a state or county in order to accomplish an improper purpose such as to give a voting advantage to one political party.

GLITTERING GENERALITY - Candidates who use broad vauge words are trying to influence you to accept them and their ideas without looking at the evidence. Ex. -- "I'm for peace, prosperity, and the pursuit of happiness."

GOVERNOR - The chief executive officer of the state government.

GRAND JURY - A jury that determines whether or not there is cause or enough evidence to bring a defendant accused of a felony to trial. This jury does not determine guilt or innocence.

HOME RULE - In its broad sense describes those governmental functions and activities traditionally reserved to or performed by local governments without undue infringement by the state.

HISTORIAN - A local official appointed to develop and maintain local historical data and archives.

INDICTMENT - The decision by the grand jury that there is indeed sufficient evidence to bring the accused to trial.

JUDICIAL - The branch of governm,ent whose function is to interpret laws.

JULVENILE - A person between the ages of seven and 16. The case of a defendant classified as a juvenile is handled by family court.

LEGISLATIVE - The branch of government whose function is to make laws.

LEGISLATIVE BODY - The body which introduces and passes rules and regulations.

LEGISLATIVE DISTRICT - The geographic unit from which one representative is elected to the county legislature.

LEGISLATOR - A person elected to make laws, title of the lawmaker on the county level of government.

LEVY - To raise or to impose taxes for monies which provide services.

LOCAL LAW - A piece of important legislation with afixed form and procedure for passage.

MANDATED SERVICES - Services ordered to be provided by the federal or state government through the local governments.

MAYOR - The chief executive officer of a city or village government.

MISDEMEANOR - A criminal offense punishable by a fine or less than one year in jail.

MUNICIPALITY - A city or other local government unit that has been set up according to state requirements.

MONARCHY - A country governed by a sole hereditary ruler such as a king; also government in which one person is sovereign.

MOTIONS - Proposals on which the assembly takes a stand or takes action on some issue.

NAME-CALLING - Propaganda techniques of labeling an opponent in a bad way. Ex. -- Jones calls Smith, "unAmerican."

NEGOTIATIONS - Discussions, arrangements and bargains regarding a business deal.

NEW YORK STATE LEGISLATURE - The legislative or law making body of the state government, made up of the Assembly and Senate.

ORDER OF BUSINESS - The official orderin which business will be taken up at a meeting.

ORDINANCE - A rule or regulation. Violation of an ordinance is punishable.

OLIGARCHY - A government in which a small group exercises control for corrupt and selfish purposes.

ONE MAN, ONE VOTE - A rule established by the case of Reynolds vs Sims that all state and county legislative districts must be apportioned by population, so that each person's vote has equal power.

OPERATIONAL EXPENDITURES - Expenses for paper, pencils, gas; items used daily.

PALM CARD - Cards used by candidates to hand out to voters while they are campaigning door-to-door. The palm card usually has a picture of the candidate, office s/heis campaigning for, and a brief resume on the back.

PERMIT - An official document that allows a person to do something which without it would not be legal.

PETITION - A request signed by qualified voters.

P.I.N.S. - Persons In Need of Supervision. Troublesome, unruly, but not criminal.

PLAIN FOLKS - When a candidate tries to convince voters that s/he is just like them -- just an ordinary person. Ex. -- Wearing a "hard hat" to show that s/he identifies with construction workers.

PLANNING BOARD - Suggests ways for the community to be able to meet future needs in housing, transportation, facilities, open space or historic preservation.

PLATFORM - The issues a political party campaign on. Each issue is called a plank.

PLEA BARGAIN - A process whereby the prosecutor and defense attorneys bargain and the defendant pleads guilty to a lesser charge than the original.

POLICE CHIEF - The city official in charge of the police department.

POLICE JUSTICE - The official who presides over the judicial branch of village government.

POLITICAL PARTY - An association of voters who organize to elect members to public office, operate government, and determine public policy.

PRESIDENT - The chief executive officer of the federal government.

PRIMARY - An election within a party to determine who will represent the party.

PRIORITIES - In the allocation of budgeting expenditures, goods and services are provided in a limited supply.

PROBATION - Allowing a person convicted of a criminal offense to stay out of jail under supervised conditions. If the person "keeps clean" and satisfies the conditions of probation, s/he may never go to jail.

PROPAGANDA - Persuation techniques.

PUBLIC AUTHORITY - These authorities are created by the state legislature and are known as public benefit corporations. They may provide such services as parking, housing or transportaiton. The service area may extend into more than one county.

PUBLIC DEFENDER - An attorney provided by the community for the sake of those too poor to pay for legal counsel.

PUBLIC HEARING - A meeting held for the public to enable them to react to aproposed budget.

QUORUM - Thenumber of members that must bepresent for business to be conducted legally.

RATIFY - To approve, confirm in a formal way, as by a vote.

REAL PROPERTY - Determining the value of land and improvements so thay may be taxed.

REAPPORTIONMENT - The changing of political boundries due to a change or shift of population to ensure that each person's vote for representatives carries equal weight.

RECONSIDER - A chance to change your mind on a motion in which the motion is redebated and revoted.

REFERENDUM - A vote of the people within a territory pertaining to certian actions taken by a local governing body.

REGISTRATION - A procedure used to qualify one to vote.

REGULATIONS - A "mini-law." A rule that is put out by a low-level branch of government, such as an administrative agency.

REPUBLIC - A state or a country in which those persons who have the right to vote hold the supreme power.

RELEASE ON RECOGNIZANCE - Releasing a defendant into his/her own custody until the tiem of trial.

RESOLUTION - A piece of legislation usually dealing with day-to-day work of the legislative body.

REVENUES - Income of a government from taxation and other sources.

REVENUE SHARING - This is where neighboring municipalities may share in revenues from taxes in providing specific services.

SALES TAX - A state or local tax levied on the sales of goods and services that is calculated as a percentage of the purchase price. REvenues are shared by both the state and local government.

SECOND - To express support for discussion of another member's motion, necessary if the motion is to be considered.

SEWER DISTRICT - Any combination of towns, villages and cities within the same county may form a district to provide sewer services for its citizens.

SHERIFF - The chief police officer of the county.

SITE PLAN - A proposed plan for building or expansion which includes maps, building plans, environmental studies, etc.

SITE PLAN REVIEW - The process by which local planning boards make decisions on approval for building permits under zoning ordinances.

SLATE - List of candidates to be considered for appointment, nomination or election.

SOCIALISM - A government system in which many of the means of production and trade are owned or run bu the government and in which many human welfare needs areprovided directly by the governmert.

SPECIAL DISTRICTS - These are geographic areas designed specifically for the administration of some special service to the public.

SPOT ZONING - Changing the zoning of a piece of land without regard for the zoning plan for the area.

STANDING COMMITTEE - A permenant committee of a governmental unit which is assigned specific duties or areas of supervision.

STATE SENATE DISTRICT - The political division of the State of New York for the State Senate. Cortland resides in the 50th Senate District.

STUDY - The research done by a government agency [or contracted to professionals] to investigate the options and costs of various solutions to municipal problems.

SUPERINTENDENT OF HIGHWAYS - The local official that has charge of the maintenance and construction of town roads, buildings, etc.

SUPERINTENDENT OF PUBLIC WORKS - The village official that has charge of the maintenance and construction of village roads, buildings, water, sewage, etc.

SUPERVISOR - The chief executive officer of the town government.

SUPREME COURT - Thehighest court of the judicial branch of the United States.

SURROGATE COURT - The county court responsible for the probating of wills, administration of estates and guardianship of the property of minors.

TAX COLLECTOR - The local official responsible for billing and collecting of real property taxes; whether city, town, village, school district, etc.

TAX RATE - Government budgets are based on this concept in which the total value of the tax roll is divided by the tax levy and is expressed by a formula as dollars per thousand.

TAYLOR LAW - A law designed to make it illegal for any public employee to go on strike; they may negotiate, but within limits.

TESTIMONIAL - A candidate who gets a famous, well-liked person to say good things about him/her is receiving a testimonial.

THIRD PARTY - An independent political party, often organized as a protest movement, that succeeds in becoming a temporary challenger to the two major parties.

TOTALITARIANISM - A system of government in which all political power is held by one person or small group, which exercises total control over the lives of the citizens.

TOWN - A municipality granted the right to incorporate by the state to provide governmental services. All citizens who do notlive in a city do live in a town. [Syn. -- township.]

TOWN ATTORNEY - A legal advisor for the town who represents the town in legal actions.

TOWN BOARD - A legislative or law making body of town government, made up of four councilmen and a Supervisor.

TOWN CLERK - The official record keeper of town government.

TOWN JUSTICE - The official who presides over the judicial branch of town government.

TRANSFER - To associate something everyone thinks is good with a candidate. The purpose is to influence voters to transfer their good feelings for that thing [such as the American flag] to the candidate.

TRANSFER OF FUNDS - Moving revenues fromone account to another within a budget with the approval of the legislative unit.

TRUE VALUE - The assessment of a property at its full value, which is the current market value. This type of assessment is used for county and school tax purposes.

TRUSTEE - A member of the village board.

TWO-PARTY SYSTEM - Political orderin which two major parties generally compete at election time with one of the two winning.

USAGE FEE - This is a charge placed by a village, town or city on a neighboring district for sharing in a particular service.

URBAN - Refers to city, pertaining to a city.

VARIANCE - Official permission to useland or buildings in a way that would otherwise violate the zoning regulations for a particular area.

VILLAGE - An incorporated municipality within a town. The purpose is to provide services for a densly populated area within a town which may not be practical for the entire town.

VILLAGE ATTORNEY - The legal advisor of the village; represents the village in legal actions.

VILLAGE BOARD - The legislative or law making body of the village government made up of four trustees and a Mayor.

VILLAGE CLERK - The official record keeper of the village.

VOTE - The means by which motions are accepted or rejected by the assembly.

WARDS - The political division of a city. The city of Cortland has eight wards.

WATER DISTRICT - Any combinationof towns, villages and cities within the same county may form a district to provide water services for its citizens.

WEIGHTED VOTING - A method of achieving one man, one vote without having districts of equal population. Each district representative is assigned a number of votes in proportion to actual population of the district.

YOUTHFUL OFFENDER - An offender between the ages of 16 and 18. If so declared, the defendant's records will be sealed so that they will not show in the future. The youthful offender may be punished, however.

ZONING - The establishing of districts, drawing up boundries and regulating what is built in a district by height, size, structure and use.

ZONING BOARD OF APPEALS - This board listens to complaints regarding local zoning laws and makes decisions onwhether someone has not obeyed the zoning laws.

SUPPLIMENT MATERIAL AND SUPPLEMENT INFORMATION LISTINGS

SUPPLIMENT MATERIAL (SM)

SM-1 Local Government Services (Structure)
SM-2 Who's Who (Village)
SM-3 Skit-Where the Buck Stops (Function)
SM-4 Role Play Town Board (Town)
SM-5 Department (County)
SM-6 Interview Sheet (County)
SM-7 A community Project (City)
SM-8 A City Problem Role Play (City)
SM-9 A Tale of Two Citizens - Skit (Town)
SM-10 What Would You Do If....Role Play
SM-11 Local Government Quiz (Village)
SM-12 Simulation On Need For Justice Court (County)
SM-13 A Day in Police Court Role Plan (County)
SM-14 Sixty Second - Skit (Judicial)
SM-15 Two Cases - Skit on County Committee (County)
SM-16 How To Write a Press RElease (Campaign)
SM-17 The Pocketbook Exercise (Types)

SUPPLIMENT INFORMATION (SI)

SI-1 Local Government Map
SI-2 Tools of Local Government
SI-3 Action Plan
SI-4 Pre-Trial Procedures
SI-5 Americay City and County Jails
SI-6 County Salaries of Department Heads
SI-7 Parks
SI-8 Signature Requirements for Primary Election
SI-9 Cortland County Legislature Rules of Order
SI-10 Roster of Local Officials
SI-11 Legislative District Maps
SI-12 Cortland County Highway Map
SI-13 Comm. Co. Legislature
SI-14 Sales Tax Information
SI-15 Sample Absentee Ballots
SI-16 Registration Mailer
SI-17 Community Council
SI-18 Local Government Handbook
SI-19 Local Government Book
SI-20 A. B. C.'s of Parliamentary Procedure
SI-21 Facts About Property Assessment
SI-22 Freedom of Information and Open Meeting Laws

FILM LISTINGS

Television and Politics	833-92
Political Partice In the U.S.	832-552
Politics, Power, and the Public Good	832-217
Speech and Protest	832-93
In Search of Justice	833-248
Interrogatio and Counsel	832-95
Justice, Liberty and Law	832-94
Search and Privacy	832-96

VIDEOCASSETTE LISTINGS

VO-0082	Basic Law Terms
GI-5085	Government
VO-0465	Conventions: The Process In Crisis
VO-0466	Election
VS-6096	How We Elect Our Representatives
VO-0376	Making of the President: 1960
VO-0377	
VO-0378	Making of the President: 1964
VO-3079	
VO-0380	Making of the President: 1968
VO-0381	
VO-0463	Primaries I: Challenge To a Presidnet
VO-0464	Primaries II: Democrats, A Party in Transition
VS-6402	Last Ballot
VS-1025	Political Parties in America
VO-0383	Politics in the TV Age